

Message

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**From:** Hampton, Torrey [hampton.torrey@epa.gov]  
**Sent:** 4/26/2017 3:04:02 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]  
**Subject:** RE: EPA Workforce Reshaping Information

Thank you will definitely keep this under wraps.

*Mr. Torrey M. Hampton*

Human Resources Specialist (Policy)  
Policy and Accountability Branch  
Office of Human Resources  
U.S. Environmental Protection Agency  
Phone: (202) 564-9648  
Email: [Hampton.Torrey@epa.gov](mailto:Hampton.Torrey@epa.gov)



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**From:** Hunt, Loretta  
**Sent:** Wednesday, April 26, 2017 11:03 AM  
**To:** Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>; McNeal, Detha <[McNeal.Detha@epa.gov](mailto:McNeal.Detha@epa.gov)>; Hampton, Torrey <[hampton.torrey@epa.gov](mailto:hampton.torrey@epa.gov)>  
**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

For your eyes only, do not forward or share. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:02 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

I had to tweak the guiding questions document. We can talk tomorrow.

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**From:** Vizian, Donna

**Sent:** Monday, April 17, 2017 5:01 PM

**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

**Subject:** EPA Workforce Reshaping Information

**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/25/2017 1:36:34 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: OEI VERA/VSIP Business Case  
**Attachments:** OEI VERA-VSIP Business Case\_5.24.2017 Final.docx; OEI Targeted Positions Template - 5.24.20171.xlsx; OEI V-V Org Chart 05-15-2017.pptx

Woo hoo! #10

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**From:** Fine, Steven  
**Sent:** Wednesday, May 24, 2017 4:40 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Maher, Karen <Maher.Karen@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Simon, Harvey <Simon.Harvey@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Grogard, Megan <Grogard.Megan@epa.gov>  
**Subject:** OEI VERA/VSIP Business Case

Debbi,

As requested, please find attached OEI's VERA/VSIP Business Case and associated files. Please let us know if you have any questions or comments as you prepare the Agency's formal proposal.

Thank you,  
Steve

Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/25/2017 1:34:29 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart  
**Attachments:** Region 1 Org Chart 5-24-17.pptx; Region 1 Targeted Positions Template 5-23-17.xlsx; R1 V-V Business Case 5-24-17.docx

#9

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**From:** Shanahan, Katherine  
**Sent:** Wednesday, May 24, 2017 4:22 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Good Afternoon Loretta and Debbi

Attached please find the VERA/VSIP proposal from Region 1. Please let us know if you have any questions.

Kathie

Katherine Shanahan  
Human Resource Manager  
EPA New England Region 1  
617-918-1619



Message

**From:** McNeal, Detha [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4D0DC863AB214BD09B9126EF35D16F07-MCNEAL, DET]  
**Sent:** 6/6/2017 2:24:27 PM  
**To:** Breneman, Sara [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=abec1970102a45cfb6b842503a9fae06-SBrenema]  
**CC:** Sanders, Amy [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c8c3424e1c874447aa2629c6ebed66f3-ASande02]; Parker, Gary [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=a0226ee6f55c46489eb88250306b6a25-Parker, Gar]; Hunt, Loretta [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=1e5b5b67e200442f8ecacfc0ea2b2771-Lhunt]  
**Subject:** RE: Region 5 VERA/VSIP input

Thanks Sara.

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**From:** Breneman, Sara  
**Sent:** Tuesday, May 30, 2017 11:19 AM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** McNeal, Detha <McNeal.Detha@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** RE: Region 5 VERA/VSIP input

Linda,

Yes, the Materials Management Branch will become the Materials Management Section in the Program Services Branch, as it is very small. Please see the attached.

Thanks,  
Sara

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**From:** Hunt, Loretta  
**Sent:** Tuesday, May 30, 2017 9:59 AM  
**To:** Breneman, Sara <breneman.sara@epa.gov>  
**Cc:** McNeal, Detha <McNeal.Detha@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** FW: Region 5 VERA/VSIP input

Sara,

The business case looks sound. One minor correction on the proposed org chart, second slide. The materials management branch should be a section, not a branch (?).

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hart, Debbi  
**Sent:** Wednesday, May 24, 2017 3:29 PM  
**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Willig, Jeanine <[willig.jeanine@epa.gov](mailto:willig.jeanine@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>  
**Subject:** FW: Region 5 VERA/VSIP input

R5 for five.

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**From:** Sanders, Amy  
**Sent:** Wednesday, May 24, 2017 2:55 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Breneman, Sara <[breneman.sara@epa.gov](mailto:breneman.sara@epa.gov)>  
**Subject:** Region 5 VERA/VSIP input

Debbi,

Please find attached R5's VERA/VSIP input. As previously mentioned, our word document exceeds two pages, as we are not targeting a small number of series/grades, instead we have ☐ distinct (by grade, series, title, work unit, skill set) descriptions. We want to ensure that those distinctions are preserved (either on a spreadsheet or in the write up), if there is a final VERA/VSIP approved to move forward to OPM, to ensure maximum flexibility post VERA/VSIP to meet mission needs. Please contact Sara Breneman with any questions/edits at 312-886-0243 or [breneman.sara@epa.gov](mailto:breneman.sara@epa.gov).

Thanks,

Amy Sanders  
Acting, Assistant Regional Administrator  
U.S. EPA, Region 5  
Resources Management Division  
77 W Jackson Blvd  
Chicago, IL 60604  
Email: [sanders.amy@epa.gov](mailto:sanders.amy@epa.gov)  
Office: (312) 353-9196  
Office Fax: (312) 353-1517

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**From:** Hart, Debbi  
**Sent:** Tuesday, May 23, 2017 3:45 PM  
**To:** OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>; RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>  
**Cc:** Hitchens, Lynnnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)

2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (\*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

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2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
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4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/9/2017 6:19:00 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: Revised V/V Spreadsheet - example  
**Attachments:** R5 Targeted Positions Example (003).xlsx

**Importance:** High

FYI—let's discuss.

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**From:** Shanahan, Katherine  
**Sent:** Tuesday, May 09, 2017 11:59 AM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** FW: Revised V/V Spreadsheet - example  
**Importance:** High

Hi Debbie and Loretta

The HRO's certainly appreciate your patience as we raise our concerns and questions about the preparation of our V/V package. The overarching concern is how do we adequately represent the individualized need of each of our Regions in how we want to advertise the V/V opportunity.

## Ex. 5 - Deliberative Process

These are some of the conversations that the HROs are having. Could we do a table reflective of what we want to do and provide it as an addendum?

### Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

I just wanted to provide you some background sense of the conversations that are going on and what you might hear on the call

KAthie

---

**From:** Westenberger, Andrea  
**Sent:** Tuesday, May 09, 2017 11:06 AM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Breneman, Sara <breneman.sara@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Shanahan, Katherine <Shanahan.Katherine@epa.gov>  
**Subject:** RE: Revised V/V Spreadsheet - example  
**Importance:** High

Please reply to this thread, not the original I sent. I included Danielle Shannon instead of Katherine Shanahan.

Thanks,  
Andrea

**Andrea Westenberger**

Lead Region Coordinator for OCFO & OARM  
Regional Planner | Strategic Planning | EPA Region 10  
1200 Sixth Avenue, OMP 21-I01  
Seattle, WA 98101  
(206) 553-6111 (office)  

Ex. 6 - Personal Privacy

 (cell)  
[westenberger.andrea@epa.gov](mailto:westenberger.andrea@epa.gov)

---

**From:** Westenberger, Andrea

**Sent:** Tuesday, May 09, 2017 8:04 AM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Cc:** Breneman, Sara <[breneman.sara@epa.gov](mailto:breneman.sara@epa.gov)>; Shannon, Danielle <[shannon.danielle@epa.gov](mailto:shannon.danielle@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>

**Subject:** Revised V/V Spreadsheet - example

Hi Loretta & Debbi,

Attached is a revised V/V using a Region 5 example (created by Sara Breneman). The red numbers are what OARM provided and would not be changed. It includes new rows to breakdown targeted positions as well as cells with subtotals. There are three organizational structure columns that can be used (or not) depending on the level of detail used by each region. How does this look?

Red = original info provided by OARM (not to be changed)

**Bold** = subtotals (using formulas)

Thanks,  
Andrea

**Andrea Westenberger**

Lead Region Coordinator for OCFO & OARM  
Regional Planner | Strategic Planning | EPA Region 10  
1200 Sixth Avenue, OMP 21-I01  
Seattle, WA 98101  
(206) 553-6111 (office)  

Ex. 6 - Personal Privacy

 (cell)  
[westenberger.andrea@epa.gov](mailto:westenberger.andrea@epa.gov)

Message

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 6/7/2017 9:44:42 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: How to organize the V/V information

**From:** Hart, Debbi  
**Sent:** Wednesday, June 07, 2017 4:48 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** RE: How to organize the V/V information

At this point it's just OLEM, OA and ORD and they are trying to deliver tomorrow. Their updates are simply removing SES positions—not a big deal.

I'm just a little concerned over the number of

## Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

If I see any more instances of that I'll let you guys know so you can put the hammer down lol!

**From:** Vizian, Donna  
**Sent:** Wednesday, June 07, 2017 1:00 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** RE: How to organize the V/V information

Who are you waiting for?

**From:** Hart, Debbi  
**Sent:** Wednesday, June 07, 2017 1:00 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** FW: How to organize the V/V information  
**Importance:** High

Per discussion, please look at the Word file attached which contains a table of contents showing how we would structure our agency business case.

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

### Ex. 6 - Personal Privacy

Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Hunt, Loretta  
**Sent:** Tuesday, June 06, 2017 6:41 PM

**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** FW: How to organize the V/V information

## REMINDER

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hunt, Loretta  
**Sent:** Monday, June 05, 2017 6:55 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** How to organize the V/V information  
**Importance:** High

Debbi,

I think we should complete OPM's VERA and VSIP forms and then attach:

1. Regional/Program Business Cases/Budget Info (one document)
2. Targeted Position Spreadsheet
3. Org Charts (one file?)

# Ex. 5 - Deliberative Process

Let me know what you think.

OPM forms and draft business case document attached.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)



Message

---

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/25/2017 9:39:25 PM  
**To:** Lane, Vicki [Lane.Vicki@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: R9 FY17 VERA/VSIP Submittals - Updated R9VV Business Case

Got it Vicki—thanks. We've begun our reviews and will let you know if we see any problem with your justification.

---

**From:** Lane, Vicki  
**Sent:** Thursday, May 25, 2017 4:05 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** FW: R9 FY17 VERA/VSIP Submittals - Updated R9VV Business Case

Hi Debbi

Deborah Jordan caught a grammatical error on page 3 in the VERA Information Section. Will you (PLEASE) use the attached version for transmittal to OPM? Also, I would like to know if our business case sufficiently indicates that we made need to reassign staff into the ENF and OSC positions due to workforce priority changes or staffing reduction in RPM which may necessitate reassignments of RPMs to the OSC position if we can't backfill at lower grade levels.

Regards, Vicki  
415-972-3827

---

**From:** Lane, Vicki  
**Sent:** Wednesday, May 24, 2017 5:30 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Strauss, Alexis <Strauss.Alexis@epa.gov>; Jordan, Deborah <jordan.deborah@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>  
**Subject:** R9 FY17 VERA/VSIP Submittals

Hi Debbi,

Attached is Region 9's VV Business Case, reorganization charts, and the targeted positions spreadsheet. Please let me know if you have any questions or need any additional information.

Regards, Vicki J. Lane  
Human Resources Officer, Region 9  
U.S. Environmental Protection Agency  
75 Hawthorne Street, Mail Code: EMD-2  
San Francisco, CA 94105  
Email: [lane.vicki@epa.gov](mailto:lane.vicki@epa.gov)  
Phone: 415-972-3827

Message

---

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/25/2017 9:37:01 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: Office of Water's VERA/VSIP Submission  
**Attachments:** Office of Water VERA and VSIP Justification with Budget Final 05-24-17.docx; OW V-V Attachment 1 Final 05-24-17.docx; OW Org Charts for V-V request 05-24-17 Attachment 2 Final.pptx; OW Targeted Positions Template Attachment 3 Final 05-24-17.xlsx; OW V-V Attachment 4 Final 05-24-17.docx

That's 18

---

**From:** Torrez, Alfredo  
**Sent:** Thursday, May 25, 2017 4:00 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Shapiro, Mike <Shapiro.Mike@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Best-Wong, Benita <Best-Wong.Benita@epa.gov>; OW Deputy Office Directors <OWDeputyOfficeDirectors@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Fontaine, Tim <Fontaine.Tim@epa.gov>  
**Subject:** Office of Water's VERA/VSIP Submission

Debbi,

Attached the Office of Water's VERA/VSIP package. Included in our submission is:

- Two-page narrative justification with budget information
- Attachment 1 – Targeted Positions and Maximum Number of VSIPs
- Attachment 2 – Org Chart Post VERA/VSIP
- Attachment 3 – Targeted Positions Template
- Attachment 4 – Projected Costs and Savings

Please feel free to contact me if you have questions.

Alfredo Torrez, Associate Director and  
OW Program Management Official  
Management and Operations Staff  
Office of Water, Office of the Assistant Administrator  
U.S. Environmental Protection Agency  
Room 3311C WJC East (4101M)  
Phone: (202) 564-6621 Mobile:   
Fax: (202) 564-0500  
Email: [torrez.alfredo@epa.gov](mailto:torrez.alfredo@epa.gov)

Please consider the environment before printing this email.

Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

Message

---

**From:** Breneman, Sara [breneman.sara@epa.gov]  
**Sent:** 5/30/2017 3:18:37 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**CC:** McNeal, Detha [McNeal.Detha@epa.gov]; Sanders, Amy [Sanders.Amy@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** RE: Region 5 VERA/VSIP input  
**Attachments:** Attachments 1 and 2 - EPA Region 5 Org Charts.5-30-17.pptx

Linda,

Yes, the Materials Management Branch will become the Materials Management Section in the Program Services Branch, as it is very small. Please see the attached.

Thanks,  
Sara

---

**From:** Hunt, Loretta  
**Sent:** Tuesday, May 30, 2017 9:59 AM  
**To:** Breneman, Sara <breneman.sara@epa.gov>  
**Cc:** McNeal, Detha <McNeal.Detha@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** FW: Region 5 VERA/VSIP input

Sara,

The business case looks sound. One minor correction on the proposed org chart, second slide. The materials management branch should be a section, not a branch (?).

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hart, Debbi  
**Sent:** Wednesday, May 24, 2017 3:29 PM  
**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Willig, Jeanine <[willig.jeanine@epa.gov](mailto:willig.jeanine@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>  
**Subject:** FW: Region 5 VERA/VSIP input

R5 for five.

---

**From:** Sanders, Amy  
**Sent:** Wednesday, May 24, 2017 2:55 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

Cc: Breneman, Sara <breneman.sara@epa.gov>

Subject: Region 5 VERA/VSIP input

Debbi,

Please find attached R5's VERA/VSIP input. As previously mentioned, our word document exceeds two pages, as we are not targeting a small number of series/grades, instead we have distinct (by grade, series, title, work unit, skill set) descriptions. We want to ensure that those distinctions are preserved (either on a spreadsheet or in the write up), if there is a final VERA/VSIP approved to move forward to OPM, to ensure maximum flexibility post VERA/VSIP to meet mission needs. Please contact Sara Breneman with any questions/edits at 312-886-0243 or [breneman.sara@epa.gov](mailto:breneman.sara@epa.gov).

Thanks,

Amy Sanders  
Acting, Assistant Regional Administrator  
U.S. EPA, Region 5  
Resources Management Division  
77 W Jackson Blvd  
Chicago, IL 60604  
Email: [sanders.amy@epa.gov](mailto:sanders.amy@epa.gov)  
Office: (312) 353-9196  
Office Fax: (312) 353-1517

---

From: Hart, Debbi

Sent: Tuesday, May 23, 2017 3:45 PM

To: OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>; RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>

Cc: Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>

Subject: FW: EPA Workforce Reshaping Information

Importance: High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (\*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).

3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

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2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.

2. Targeted Positions Template – Pre-populated with your office’s V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year’s submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Parker, Gary  
**Sent:** Fri 7/28/2017 8:27:35 PM  
**Subject:** RE: EPA's VERA/VSIP Request -

Loretta,

Wendy called me and asked if we can get numbers for V/V from the SSCs. Do you have that already? I would assume she wants an all EPA number and then an OARM number? Did she contact you?

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421


(M) Ex. 6 - Personal Privacy

**From:** Hunt, Loretta  
**Sent:** Friday, July 28, 2017 4:26 PM  
**To:** Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. EOP/OMB  
**Ex. 6 - Personal Privacy** Hickey, Mike J. EOP/OMB  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** Re: EPA's VERA/VSIP Request -

Gregory/Mike,

EPA would like to request adjustment flexibility for our Region 6 office:

"Given the pool of available candidates across our offices, Region 6 would like to request the flexibility to increase (or decrease) the offer number in one or more

categories if necessary, with the understanding that the overall cap of  cannot be exceeded."

The language has been added to the agency's business case (attached, pg. 44)

No new positions are being added and we're not asking to change the date of the agency's authority.

Please provide approval or disapproval of this change.

Thank you for your assistance and have a good weekend.

---

**From:** Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>  
**Sent:** Thursday, July 13, 2017 2:39 PM  
**To:** Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB  
**Cc:** Hart, Debbi  
**Subject:** RE: EPA's VERA/VSIP Request -

Hello Loretta,

As long as the VERA and VSIP authorities are NOT amended to add new positions or the current dates extended, we can include the updated business plan in the current case file. Thanks.

Gregory Snowden



OPM

**From:** Hunt, Loretta [mailto:[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)]  
**Sent:** Thursday, July 13, 2017 9:42 AM  
**To:** Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. EOP/OMB; Hickey, Mike J. EOP/OMB  
**Cc:** Hart, Debbi  
**Subject:** RE: EPA's VERA/VSIP Request -  
**Importance:** High

Gregory/Mike,

The Office of Research and Development pointed out that we forgot to include in the business case their request to adjust offers amongst offices as long as they do not exceed their max offers of 183.

Does the addition of this language require an amendment?

The addition is in the third paragraph, pg. 29 (attached). It now reads:

*Given the pool of available candidates across our offices, ORD would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap of 183 cannot be exceeded.*

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]  
**Sent:** Monday, July 10, 2017 2:32 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** RE: EPA's VERA/VSIP Request

Here tis'...

-mike

**From:** Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]  
**Sent:** Monday, July 10, 2017 11:13 AM  
**To:** Mahoney, Michael J; Snowden, Gregory A  
**Cc:** Hart, Debbi  
**Subject:** EPA's VERA/VSIP Request  
**Importance:** High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**To:** Schulman, Marvin[Schulman.Marvin@epa.gov]  
**Cc:** Allen, Reginald[Allen.Reginald@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Lesperance, Twanna  
**Sent:** Wed 5/31/2017 9:00:13 PM  
**Subject:** RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)



[AO Approved Targeted Positions Template-Final2.xlsx](#)

Marvin,

Attached is the modified template per our discussion. Please let me know if you have additional questions or need more changes.

Thanks,

Twanna

***Twanna Lesperance, Assistant Director, AMS, PMO***

***Office of Administrative and Executive Services***

***Office of the Administrator, EPA***

***202-564-0419 (Desk)***

***lesperance.twanna@epa.gov***

**From:** Schulman, Marvin  
**Sent:** Wednesday, May 31, 2017 4:23 PM  
**To:** Lesperance, Twanna <Lesperance.Twanna@epa.gov>  
**Cc:** Allen, Reginald <Allen.Reginald@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Twanna –

Following up on our brief phone call. Here are the minor notes re AO's

**Business Case**

## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

# Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

### Approved Targeted Positions

As mentioned in the call,

## Ex. 5 - Deliberative Process

Any other questions, please give me a call

Thanks, Twanna!

Marvin

**From:** Hunt, Loretta

**Sent:** Tuesday, May 30, 2017 12:28 PM

**To:** Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>

**Subject:** FW: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

FYA

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Allen, Reginald

**Sent:** Wednesday, May 24, 2017 5:59 PM

**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Reeder, John <[Reeder.John@epa.gov](mailto:Reeder.John@epa.gov)>; Lesperance, Twanna <[Lesperance.Twanna@epa.gov](mailto:Lesperance.Twanna@epa.gov)>

**Subject:** RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Debbi

Please find attached AO's VERA/VSIP submission.

Best

Reggie

*Reginald E. Allen, SES*

*Assistant Deputy Chief of Staff*

*U.S. Environmental Protection Agency*

*Office 202-564-0444*

*Direct 202-564-1029*

*Cell* Ex. 6 - Personal Privacy

**From:** Hart, Debbi

**Sent:** Tuesday, May 23, 2017 4:45 PM

**To:** OHR PMOs <OHR\_PMOs@epa.gov>; RHRO <RHRO@epa.gov>

**Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>

**Subject:** FW: EPA Workforce Reshaping Information

**Importance:** High

All-

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Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

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Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta

Hunt.

Best,

Donna

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-

Message

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**Sent:** 5/24/2017 7:28:35 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]  
**Subject:** FW: Region 5 VERA/VSIP input  
**Attachments:** R5 VV Business Case.5-24-17.docx; Attachments 1 and 2 - EPA Region 5 Org Charts.5-24-17.pptx; Attachment 3 - R5 Targeted Positions.5-24-17.xlsx

R5 for five.

---

**From:** Sanders, Amy  
**Sent:** Wednesday, May 24, 2017 2:55 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Breneman, Sara <breneman.sara@epa.gov>  
**Subject:** Region 5 VERA/VSIP input

Debbi,

Please find attached R5's VERA/VSIP input. As previously mentioned, our word document exceeds two pages, as we are not targeting a small number of series/grades, instead we have ☐ distinct (by grade, series, title, work unit, skill set) descriptions. We want to ensure that those distinctions are preserved (either on a spreadsheet or in the write up), if there is a final VERA/VSIP approved to move forward to OPM, to ensure maximum flexibility post VERA/VSIP to meet mission needs. Please contact Sara Breneman with any questions/edits at 312-886-0243 or [breneman.sara@epa.gov](mailto:breneman.sara@epa.gov).

Thanks,

Amy Sanders  
Acting, Assistant Regional Administrator  
U.S. EPA, Region 5  
Resources Management Division  
77 W Jackson Blvd  
Chicago, IL 60604  
Email: [sanders.amy@epa.gov](mailto:sanders.amy@epa.gov)  
Office: (312) 353-9196  
Office Fax: (312) 353-1517

---

**From:** Hart, Debbi  
**Sent:** Tuesday, May 23, 2017 3:45 PM  
**To:** OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>; RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>  
**Cc:** Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

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3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

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Best,  
Donna

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**To:** Parker, Gary[parker.gary@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Fri 5/19/2017 8:10:49 PM  
**Subject:** FW: Workforce Reshaping follow up  
OLEM VERA VSIP Major Themes FINAL.xlsx

Sweet 16

**From:** Smith, Susan  
**Sent:** Friday, May 19, 2017 4:06 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>; Davis, Patrick <davis.patrick@epa.gov>; Datcher, Dawn <Datcher.Dawn@epa.gov>  
**Subject:** RE: Workforce Reshaping follow up

Dear Donna,

In response your request below, please accept OLEM's **estimate** of V/V positions targeted/max offers across major themes and appropriations. We are still having discussions and may need to revise this estimate as we finalize our V/V request next week.

Please contact me at 202-564-6656 if you have questions or need additional information.

Sincerely,

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy cell)

202-566-6324 (fax)

[Follow OLEM](#) on Twitter [@EPALand](#)

**From:** Vizian, Donna

**Sent:** Friday, May 12, 2017 3:57 PM

**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>

**Subject:** Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19<sup>th</sup>** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your



office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on “safe positions.”

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna

**To:** OHR PMOs[OHR\_PMOs@epa.gov]  
**Cc:** Parker, Gary[parker.gary@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Thur 5/11/2017 1:52:04 PM  
**Subject:** FW: EPA Workforce Reshaping Information  
[2 Targeted Positions Template - unlocked.xlsx](#)  
[R5 Targeted Positions Example.xlsx](#)

Hello Again!

FYI—We've been having VERA/VSIP discussions with the ARAs and RHROs over the past couple of days and R5 shared a modified version of our targeted positions template with the group. I know a number of you have reached out to us previously about potential template modifications and we've provided you guidance but wanted to share this example with you all as it may be helpful. Please feel free to reach out to Gary Parker with any questions. Thanks. Debbi

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Westenberger, Andrea  
**Sent:** Wednesday, May 10, 2017 11:33 AM  
**To:** ARA <ARA@epa.gov>; Deputy ARAs <Deputy\_ARAs@epa.gov>; RHRO <RHRO@epa.gov>  
**Cc:** Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Clifton, Tony <Clifton.Tony@epa.gov>; Young, Kendrick <Young.Kendrick@epa.gov>  
**Subject:** RE: EPA Workforce Reshaping Information

Hello ARAs, DARAs, and HROs,

Per our call with OARM yesterday, attached are two spreadsheets:

1. **An unlocked version of the original spreadsheet for each region.** You can make changes to the spreadsheet for the necessary level of detail needed for your region (including additional rows, columns, totals, layers of organizations, etc.). However, please ensure that the original information provided by OARM remains in the spreadsheet.
2. **An example of the spreadsheet modified by Region 5 that you can use as a model.** This model includes total rows for targeted series/grades in various Divisions/Branches/etc. The red plain text cells include the original information provided by OARM and have not been changed.

Please let me know if you have any questions.

Thanks,

Andrea

**Andrea Westenberger**

Lead Region Coordinator for OCFO & OARM

Regional Planner | Strategic Planning | EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

(206) 719-9154 (cell)

[westenberger.andrea@epa.gov](mailto:westenberger.andrea@epa.gov)

**From:** Vizian, Donna

**Sent:** Monday, April 17, 2017 2:01 PM

**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

HI Everyone,

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Donna

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-

Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/24/2017 7:27:54 PM  
**To:** Sanders, Amy [Sanders.Amy@epa.gov]  
**CC:** Breneman, Sara [breneman.sara@epa.gov]  
**Subject:** RE: Region 5 VERA/VSIP input

Got it Amy- thank you. WRT your business case, understood and you did warn me. We will let you guys know if we have questions. Debbi

---

**From:** Sanders, Amy  
**Sent:** Wednesday, May 24, 2017 2:55 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Breneman, Sara <breneman.sara@epa.gov>  
**Subject:** Region 5 VERA/VSIP input

Debbi,

Please find attached R5's VERA/VSIP input. As previously mentioned, our word document exceeds two pages, as we are not targeting a small number of series/grades, instead we have ☐ distinct (by grade, series, title, work unit, skill set) descriptions. We want to ensure that those distinctions are preserved (either on a spreadsheet or in the write up), if there is a final VERA/VSIP approved to move forward to OPM, to ensure maximum flexibility post VERA/VSIP to meet mission needs. Please contact Sara Breneman with any questions/edits at 312-886-0243 or [breneman.sara@epa.gov](mailto:breneman.sara@epa.gov).

Thanks,

Amy Sanders  
Acting, Assistant Regional Administrator  
U.S. EPA, Region 5  
Resources Management Division  
77 W Jackson Blvd  
Chicago, IL 60604  
Email: [sanders.amy@epa.gov](mailto:sanders.amy@epa.gov)  
Office: (312) 353-9196  
Office Fax: (312) 353-1517

---

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**Cc:** Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** FW: EPA Workforce Reshaping Information  
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**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/19/2017 8:09:08 PM  
**To:** Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: Workforce Reshaping follow up  
**Attachments:** R5 VERA VSIP Themes.5-19-17.xlsx

15!

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**From:** Sanders, Amy  
**Sent:** Friday, May 19, 2017 3:27 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Sypniewski, Bruce <sypniewski.bruce@epa.gov>; Newton, Cheryl <Newton.Cheryl@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>  
**Subject:** FW: Workforce Reshaping follow up

Donna/Debbi,

Please find attached our estimates using the required spreadsheet. We found this exercise to be interesting in that it highlighted a potential disparity in our VERA/VSIP draft between various appropriations. Our Superfund Division recently went through a re-org, and so they did not have as many "efficiency argument" opportunities. If the VERA/VSIP is approved, depending on which positions actually accept the offer, our region may want to do some internal rebalancing to address this. This, of course, would be done in accordance with our VERA/VSIP write-up, which describes instances of restructuring positions. For example, our Water Division, which is seeking to replace 0028 positions with 1301/819 positions, as over time the division has determined that application of scientific knowledge is required for the work in those sections.

Thanks,

Amy

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**From:** Vizian, Donna  
**Sent:** Friday, May 12, 2017 12:57 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>  
**Subject:** Workforce Reshaping follow up

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OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

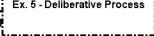

Donna

Message

---

**From:** McNeal, Detha [McNeal.Detha@epa.gov]  
**Sent:** 6/2/2017 5:12:36 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Two issues with Region 1.

1. Line F of their budget proposal should be \$  Ex. 5 - Deliberative Process
2. Table 2 on the business case notes (on 2 separate lines) that VV offers will be made to  Ex. 5 - Deliberative Process 2210 positions. One line specifically notes that it excludes security positions. The other line doesn't.

---

**From:** Hunt, Loretta  
**Sent:** Tuesday, May 30, 2017 11:13 AM  
**To:** McNeal, Detha <McNeal.Detha@epa.gov>  
**Subject:** FW: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

FYA

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Shanahan, Katherine  
**Sent:** Wednesday, May 24, 2017 4:22 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Good Afternoon Loretta and Debbi

Attached please find the VERA/VSIP proposal from Region 1. Please let us know if you have any questions.

Kathie

Katherine Shanahan  
Human Resource Manager  
EPA New England Region 1  
617-918-1619

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/30/2017 10:17:26 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** V/V question

Hey Loretta. A few folks today asked if SES positons could be included. I know a few years ago R9 included Ex. 5 - Deliberative Process  
Ex. 5 - Deliberative Process The question now is could they restructure. Wondering if you know the thought process from  
Ex. 5 - Deliberative Process Here is what I sent to Mike this afternoon.

## Ex. 5 - Deliberative Process

**To:** Atkinson, Ryan[Atkinson.Ryan@epa.gov]; Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]  
**Cc:** Jones, Gladys[Jones.Gladys@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]  
**From:** Bonner, Jerome  
**Sent:** Thur 5/4/2017 7:17:11 PM  
**Subject:** RE: Lateral Reassignments to Supervisory Position

I am not aware that we have a standard practice, but if the candidate has successfully served in a supervisory position and meet qualification/eligibility requirements I don't see any issues with the reassignment.

**Jerome W. Bonner**

**Environmental Protection Agency**

**Office of Administration and Resources Management - Cincinnati**

**Director, Human Resources**

**Cincinnati Human Resources Shared Service Center**

**Tel: 513.569.7950**

**Mobile:** Ex. 6 - Personal Privacy

**CONFIDENTIALITY:** This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

**From:** Atkinson, Ryan

**Sent:** Thursday, May 04, 2017 1:12 PM  
**To:** Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>  
**Cc:** Jones, Gladys <Jones.Gladys@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>  
**Subject:** RE: Lateral Reassignments to Supervisory Position

Thanks for responding Liz, yes that is correct we are doing the same here in RTP.

Ryan Atkinson

Deputy Director

US EPA, HRMD, RTP

Phone: 919-541-2425

Fax: 919-541-1360



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

**From:** Engebretson, Lizabeth  
**Sent:** Thursday, May 04, 2017 1:10 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>  
**Cc:** Jones, Gladys <Jones.Gladys@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>  
**Subject:** RE: Lateral Reassignments to Supervisory Position

**Importance:** High

Loretta,

I am responding, without the opportunity to discuss with Ryan/Jeremy and Jerome in advance.

Bottom-line: Is there current agency policy which requires that an individual held a prior supervisory position in order to be reassigned to a supervisory position? (Clearly quals do need to be met for reassignment; however, formal/prior held classification under a “supervisory” position is not necessarily a qualification factor for a reassignment to be found qualified for a first line supervisor position. If such requirement exists, cannot find and please advise... I do not see an issue with reassignment from (same grade/FPL of a non-supervisory staff member into an 8888 supervisory position – non-bargaining unit position provided quals are met.) I do not understand Louise’s interpretation; nor am I aware our SSCs having a standard practice on this type of staffing action. Frankly, this outreach does not make sense to me based on 5 CFR 335.102 and reassignment provisions.

From OPM Hiring Flexibilities: Reassign Employees - An agency may reassign an employee to another position at the same grade, either within a local commuting area or to another commuting area. (5 CFR 335.102) The agency must have a legitimate management need for the reassignment and the employee must qualify. An agency may reassign employees in surplus positions into vacant continuing positions in unaffected organizations. Unless an agency has a policy or collective bargaining agreement addressing management's right to reassign in a particular context, it can reassign an employee without regard to his or her relative RIF retention standing. In other words, the agency need not consider veterans' preference, length of service, or performance ratings in reassigning employees. Reassignment to a position in a different local commuting area does not provide the right to compete for a position in the present competitive area under 5 CFR part 351 RIF regulations even if the employee declines the reassignment and the agency subsequently separates the employee under 5 CFR part 752 adverse action regulations.

Ryan/Jerome,

Is there such a standard practice in your SSCs? For LV, we would determine quals, and use a supervisory probationary period if the reassigned individual had not previously met the requirement.



Thank you.

Regards,

Liz

## Lizabeth J. Engebretson

Director, Las Vegas HR Shared Service Center  
U.S. Environmental Protection Agency, OARM-Cincinnati

Human Resources Management Division – SSC Las Vegas (Team Vegas)

4220 S. Maryland Parkway, Building A, Suite 100 ♦ Las Vegas, NV 89119-7528

Phone: (702) 798-2432 ♦ Cellular Ex. 6 - Personal Privacy ♦ Fax: (702) 798-2416 ♦ Email: [engebretson.lizabeth@epa.gov](mailto:engebretson.lizabeth@epa.gov)

### Please consider the environment before printing this message

Information in this message may be subject to the Privacy Act (5 USC 522a) and should be treated accordingly. The information is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, re-transmission, dissemination or other use of, or taking any action in reliance upon of this information by persons or entities other than the intended recipient is prohibited. If you have received this email and/or attachment(s) in error, do not open the attachment(s) and contact the sender and delete the material from any computer.

**From:** Hunt, Loretta

**Sent:** Wednesday, May 03, 2017 4:06 PM

**To:** Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Engebretson, Lizabeth <[engebretson.lizabeth@epa.gov](mailto:engebretson.lizabeth@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>

**Cc:** Jones, Gladys <[Jones.Gladys@epa.gov](mailto:Jones.Gladys@epa.gov)>

**Subject:** FW: Lateral Reassignments to Supervisory Position

SSC Directors,

I didn't want to answer without knowing your standard practice. Please see Louise's question below. Do you require competition in all such cases or are noncompetitive reassignments processed if the non-supervisory candidate has: 1) previously held a supervisory position in the federal service; and 2) meets quals?

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Kitamura, Louise

**Sent:** Monday, May 01, 2017 10:54 AM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>

**Cc:** McClendon, Michelle <[McClendon.Michelle@epa.gov](mailto:McClendon.Michelle@epa.gov)>

**Subject:** Lateral Reassignments to Supervisory Position

Hi Loretta,

Thanks for looking into this. Talent Hub is preparing to launch the Lateral Reassignments module, and we need to ensure we provide appropriate guidance to employees and hiring managers.

My understanding is that a person who is serving in a non-supervisory position cannot apply to a supervisory position (assuming they meet the grade eligibility). Can you help shed some light on whether that is true for all cases, e.g., even if a person had served the probationary period for a supervisor in a previous job.

It would be helpful to have the full explanation so that we can post it on Talent Hub as agency guidelines.

Thanks so much!

*Louise Kitamura*

*Civil Rights, Diversity and Inclusion Advisor (Acting)*

*Office of Water*

*(o) 202-564-1731*

(c) Ex. 6 - Personal Privacy

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Schulman, Marvin  
**Sent:** Fri 6/2/2017 2:35:24 PM  
**Subject:** RE: OECA's VERA/VSIP materials

This one looks good too!

**From:** Hunt, Loretta  
**Sent:** Friday, June 02, 2017 10:11 AM  
**To:** Schulman, Marvin <Schulman.Marvin@epa.gov>  
**Subject:** Fw: OECA's VERA/VSIP materials

FYI

---

**From:** Milton, Laura  
**Sent:** Tuesday, May 30, 2017 4:38 PM  
**To:** Hunt, Loretta; Badalamente, Mark  
**Cc:** Schulman, Marvin; Parker, Gary  
**Subject:** RE: OECA's VERA/VSIP materials

Hi Loretta, here's a quick re-send of the spreadsheet; only the first column was affected. No changes were made to the Retirement Eligibles, VERA or VSIP columns. I will wait to hear from you with further instruction re identification of the restructured/eliminated positions, the budget chart and the org chart. **Ex. 5 - Deliberative Process** We included a brief statement in the submission regarding the restructuring of the **Ex. 5 - Deliberative Process** positions; what additional justification is needed?

## Ex. 5 - Deliberative Process

Along with the rest of the federal government, we anticipate restructuring across the organization as we begin to consolidate functions and focus on administration priorities. These discussions are just getting underway federal government-wide so we cannot identify the specific positions/offices that will be affected.

Thanks for your help and guidance!

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

US Environmental Protection Agency

Phone: 202-564-6017

[milton.laura@epa.gov](mailto:milton.laura@epa.gov)

**From:** Hunt, Loretta

**Sent:** Tuesday, May 30, 2017 11:35 AM

**To:** Badalamente, Mark <[Badalamente.Mark@epa.gov](mailto:Badalamente.Mark@epa.gov)>; Milton, Laura <[Milton.Laura@epa.gov](mailto:Milton.Laura@epa.gov)>

**Cc:** Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>

**Subject:** FW: OECA's VERA/VSIP materials

Mark/Laura,

We have several concerns with the submission:

- Which positions do you plan to restructure if vacated? Which positions will be eliminated if vacated?
- The budget information (rows D&H): shouldn't be zero. Use the number of positions you plan to eliminate if vacated to show savings to the agency (i.e., no longer have to pay salary, benefits and WCF for X number of vacated positions).
- The org chart is lacking information. Please send something similar to this:

[http](#)

**Ex. 6 - Personal Privacy**



Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hart, Debbi

**Sent:** Thursday, May 25, 2017 9:31 AM

**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>; Willig, Jeanine <[willig.jeanine@epa.gov](mailto:willig.jeanine@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>

**Subject:** FW: OECA's VERA/VSIP materials

Big 8!

**From:** Badalamente, Mark

**Sent:** Wednesday, May 24, 2017 4:14 PM

**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Cc:** Starfield, Lawrence <[Starfield.Lawrence@epa.gov](mailto:Starfield.Lawrence@epa.gov)>; Milton, Laura <[Milton.Laura@epa.gov](mailto:Milton.Laura@epa.gov)>

**Subject:** OECA's VERA/VSIP materials

Donna and Debbi –

Attached are OECA's materials to support our VERA/VSIP proposal. I also want to thank Debbi and Loretta Hunt for their great assistance (and patience) in entertaining our many questions and offering their sound guidance.

I also want to reiterate the request I made at the last DAA brownbag that either the First Assistants or the Acting DAAs/DRAs be given an opportunity to review the submissions (including the proposed justifications) as a group to spot any cross-office issues or potential problems.

Thanks, again!

\*\*\*\*\*

Mark Badalamente

**Acting Deputy Assistant Administrator for Management**

**Senior Resource Official (SRO)**

**Senior Information Official (SIO)**

**Office of Enforcement and Compliance Assurance**

**US Environmental Protection Agency**

**William Jefferson Clinton Building**

**Room 3235 South**

**Office: 202-564-4673**

**Mobile:** Ex. 6 - Personal Privacy



Message

---

**From:** Martinez, Gwendolyn [Martinez.Gwendolyn@epa.gov]  
**Sent:** 5/19/2017 6:59:06 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: EPA Workforce Reshaping Information

Thank you Loretta!

---

**From:** Hunt, Loretta  
**Sent:** Friday, May 19, 2017 2:52 PM  
**To:** Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Fw: EPA Workforce Reshaping Information  
**Importance:** High

Gwen, per our conversation.

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)

2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]; Badalamente, Mark[Badalamente.Mark@epa.gov]  
**Cc:** Schulman, Marvin[Schulman.Marvin@epa.gov]; Parker, Gary[parker.gary@epa.gov]  
**From:** Milton, Laura  
**Sent:** Tue 5/30/2017 8:38:44 PM  
**Subject:** RE: OECA's VERA/VSIP materials  
ALL LOCATIONS Targeted Positions Template VERA AND VSIP ALL no CIs.xlsx

Hi Loretta, here's a quick re-send of the spreadsheet; only the first column was affected. No changes were made to the Retirement Eligibles, VERA or VSIP columns. I will wait to hear from you with further instruction re identification of the restructured/eliminated positions, the budget chart and the org chart. Ex. 5 - Deliberative Process We included a brief statement in the submission regarding the restructuring of the 2210 positions; what additional justification is needed?

## Ex. 5 - Deliberative Process

Along with the rest of the federal government, we anticipate restructuring across the organization as we begin to consolidate functions and focus on administration priorities. These discussions are just getting underway federal government-wide so we cannot identify the specific positions/offices that will be affected.

Thanks for your help and guidance!

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

US Environmental Protection Agency

Phone: 202-564-6017

[milton.laura@epa.gov](mailto:milton.laura@epa.gov)

**From:** Hunt, Loretta  
**Sent:** Tuesday, May 30, 2017 11:35 AM  
**To:** Badalamente, Mark <Badalamente.Mark@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>  
**Cc:** Schulman, Marvin <Schulman.Marvin@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** FW: OECA's VERA/VSIP materials

Mark/Laura,

We have several concerns with the submission:

- Which positions do you plan to restructure if vacated? Which positions will be eliminated if vacated?
- The budget information (rows D&H): shouldn't be zero. Use the number of positions you plan to eliminate if vacated to show savings to the agency (i.e., no longer have to pay salary, benefits and WCF for X number of vacated positions).
- The org chart is lacking information. Please send something similar to this:  
<http://intranet.epa.gov/oeca/files/oeca-orgchart.pdf>
- On the targeted position chart, column B, some of the numbers aren't adding up (e.g., row 39, row 87)
- Please verify that targeted Ex. 3 - Deliberative Process positions aren't Ex. 6 - Deliberative Process positions.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hunt, Loretta  
**Sent:** Thursday, May 25, 2017 1:06 PM  
**To:** Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** FW: OECA's VERA/VSIP materials

FYA

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hart, Debbi  
**Sent:** Thursday, May 25, 2017 9:31 AM  
**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>; Willig, Jeanine <[willig.jeanine@epa.gov](mailto:willig.jeanine@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** FW: OECA's VERA/VSIP materials

Big 8!

**From:** Badalamente, Mark  
**Sent:** Wednesday, May 24, 2017 4:14 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>  
**Subject:** OECA's VERA/VSIP materials

Donna and Debbi –

Attached are OECA's materials to support our VERA/VSIP proposal. I also want to thank Debbi and Loretta Hunt for their great assistance (and patience) in entertaining our many questions and offering their sound guidance.

I also want to reiterate the request I made at the last DAA brownbag that either the First Assistants or the Acting DAAs/DRAs be given an opportunity to review the submissions (including the proposed justifications) as a group to spot any cross-office issues or potential problems.

Thanks, again!

\*\*\*\*\*

**Mark Badalamente**

**Acting Deputy Assistant Administrator for Management**

**Senior Resource Official (SRO)**

**Senior Information Official (SIO)**

**Office of Enforcement and Compliance Assurance**

**US Environmental Protection Agency**

**William Jefferson Clinton Building**

**Room 3235 South**

**Office: 202-564-4673**

**Mobile:** Ex. 6 - Personal Privacy

**To:** Parker, Gary[parker.gary@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]; Willig, Jeanine[willig.jeanine@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Fri 5/26/2017 3:25:05 PM  
**Subject:** FW: EPA Workforce Reshaping Information  
OARM business case 5 26 17 submitted.docx  
OARM Targeted Position Template submission .xlsx

So this is actually 21 as OGC asa probably never intending to prepare a business case. Only waiting for OCFO now. Please cross-check numbers and update theme and delta chart as needed. Thanks!

**From:** Hitchens, Lynnann  
**Sent:** Friday, May 26, 2017 10:49 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Debbi –OARM’s Targeted Position Template and Business Case are attached. Thanks,

Lynnann

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: 202-617-0738

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:26 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Cc:** Showman, John <Showman.John@epa.gov>



**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

Wanted you to know that I shared this with the ARAs. Let's talk about what you should communicate to them tomorrow. We also need a lead for our package. Should that be Dan? Jan? you?

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; Brincks, Mike <[brincks.mike@epa.gov](mailto:brincks.mike@epa.gov)>; Buhl, Rick <[Buhl.Rick@epa.gov](mailto:Buhl.Rick@epa.gov)>; Carter, Rick <[Carter.Rick@epa.gov](mailto:Carter.Rick@epa.gov)>; Esher, Diana <[Esher.Diana@epa.gov](mailto:Esher.Diana@epa.gov)>; Graves, Kimberly <[graves.kimberly@epa.gov](mailto:graves.kimberly@epa.gov)>; Harmon, Russell <[Harmon.Russell@epa.gov](mailto:Harmon.Russell@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>; Kenyon, Michael <[Kenyon.Michael@epa.gov](mailto:Kenyon.Michael@epa.gov)>; Lapierre, Kenneth <[lapierre.kenneth@epa.gov](mailto:lapierre.kenneth@epa.gov)>; Lindsay, Nancy <[Lindsay.Nancy@epa.gov](mailto:Lindsay.Nancy@epa.gov)>; Manna, Richard <[Manna.Richard@epa.gov](mailto:Manna.Richard@epa.gov)>; McDonald, James <[McDonald.James@epa.gov](mailto:McDonald.James@epa.gov)>; McIlwain, Serena <[McIlwain.Serena@epa.gov](mailto:McIlwain.Serena@epa.gov)>; Newton, Cheryl <[Newton.Cheryl@epa.gov](mailto:Newton.Cheryl@epa.gov)>; Sanders, Amy <[Sanders.Amy@epa.gov](mailto:Sanders.Amy@epa.gov)>; Tellis, Vickie <[Tellis.Vickie@epa.gov](mailto:Tellis.Vickie@epa.gov)>; Westenberger, Andrea <[Westenberger.Andrea@epa.gov](mailto:Westenberger.Andrea@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-

specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,

Donna

#### List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).

3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year’s submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

-

Message

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**From:** Graf, Kate [Graf.Kate@epa.gov]  
**Sent:** 5/30/2017 5:45:59 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**CC:** Schulman, Marvin [Schulman.Marvin@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Berkley, Bruce [Berkley.Bruce@epa.gov]  
**Subject:** RE: OCSPP Business Case - REVISED

Loretta,

For the 3<sup>rd</sup> bullet, we really have no idea what you are looking for us to do in lines D and H. Can you explain how we would calculate this?

Kate

---

**From:** Hunt, Loretta  
**Sent:** Tuesday, May 30, 2017 11:59 AM  
**To:** Graf, Kate <Graf.Kate@epa.gov>  
**Cc:** Schulman, Marvin <Schulman.Marvin@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** FW: OCSPP Business Case - REVISED  
**Importance:** High

Kate,

We have a few comments on OCSPP's submission.

- First comment, pg. 1, paragraph 2 of the business case. You should update the IT systems referenced since the agency no longer uses GovTrip.
- Business case pg. 2, 1<sup>st</sup> paragraph, please explain what you mean by "positions may be filled on a temporary basis." There can't be direct backfills if the positions are vacated under V-V. Do you mean if vacated, they will be restructured before filling?
- In the budget information, in rows D and H you have zero. Your business cases does mention reducing (thus eliminating) certain positions. Which means that there should be potential savings if X amount of positions are eliminated and the agency no longer has to pay salary, benefits and WCF for those positions.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Graf, Kate  
**Sent:** Thursday, May 25, 2017 9:36 AM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Cleland-Hamnett, Wendy <[Cleland-Hamnett.Wendy@epa.gov](mailto:Cleland-Hamnett.Wendy@epa.gov)>; Wise, Louise <[Wise.Louise@epa.gov](mailto:Wise.Louise@epa.gov)>; Morales, Oscar <[Morales.Oscar@epa.gov](mailto:Morales.Oscar@epa.gov)>; Berkley, Bruce <[Berkley.Bruce@epa.gov](mailto:Berkley.Bruce@epa.gov)>  
**Subject:** FW: OCSPP Business Case - REVISED  
**Importance:** High

Debbi and Loretta,

We had a miscommunication internally and had to fix a couple of things this morning. I've included a revised excel sheet and a revised business case. I've also put on here a track changes version in case you have already begun to work on what I sent in last night.

Thanks,  
Kate

---

**From:** Graf, Kate

**Sent:** Wednesday, May 24, 2017 5:40 PM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Cc:** Wise, Louise <[Wise.Louise@epa.gov](mailto:Wise.Louise@epa.gov)>; Cleland-Hamnett, Wendy <[Cleland-Hamnett.Wendy@epa.gov](mailto:Cleland-Hamnett.Wendy@epa.gov)>; Morales, Oscar <[Morales.Oscar@epa.gov](mailto:Morales.Oscar@epa.gov)>; Berkley, Bruce <[Berkley.Bruce@epa.gov](mailto:Berkley.Bruce@epa.gov)>

**Subject:** OCSPP Business Case

Hi Debbi and Loretta,

Attached is our 2 page business case, spreadsheet and org charts. On the spreadsheet we were not able to fill in the max number of offers column because they were not a one-for-one. For instance, the OCSPP IO has  non-supervisory 15's across 5 different series but will accept only  offer. The bottom line number of column P, however, is correct. I have put comments in column S so you can see exactly what we are thinking for everything. Please let me know if you have any questions.

Kate

Kate Graf

PMO

Office of Chemical Safety and Pollution Prevention

202/564-0193

Message

---

**From:** Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Sent:** 6/5/2017 3:16:02 PM  
**To:** Lane, Vicki [Lane.Vicki@epa.gov]  
**CC:** McNeal, Detha [McNeal.Detha@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: Revised R9 FY17 VERA/VSIP Submittals - One Position Added  
**Attachments:** R9 V-V Business Case Rev 6-03-17 w-MS Comments .docx

**Importance:** High

Good morning Heidi (Sending to you since Vicki is out)

Thanks for the resubmission!

Your charts looked good, but I have a couple of comments regarding your business case.

Questions or concerns, please let me know!

Thanks!

Marvin  
X7778

---

**From:** Hunt, Loretta  
**Sent:** Monday, June 05, 2017 10:38 AM  
**To:** Schulman, Marvin <Schulman.Marvin@epa.gov>  
**Cc:** McNeal, Detha <McNeal.Detha@epa.gov>  
**Subject:** FW: Revised R9 FY17 VERA/VSIP Submittals - One Position Added

FYI

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Lane, Vicki  
**Sent:** Saturday, June 03, 2017 5:14 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Subject:** FW: Revised R9 FY17 VERA/VSIP Submittals - One Position Added

Sorry, in the Post-VERA/VSIP I forgot to change the number of non-supervisory positions from twenty-one to twenty-two. I added a date for version control.

---

**From:** Lane, Vicki  
**Sent:** Friday, June 2, 2017 6:03 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Cc:** Strauss, Alexis <[Strauss.Alexis@epa.gov](mailto:Strauss.Alexis@epa.gov)>; Jordan, Deborah <[jordan.deborah@epa.gov](mailto:jordan.deborah@epa.gov)>; McIlwain, Serena <[McIlwain.Serena@epa.gov](mailto:McIlwain.Serena@epa.gov)>; Angelich, Michelle <[Angelich.Michelle@epa.gov](mailto:Angelich.Michelle@epa.gov)>  
**Subject:** Revised R9 FY17 VERA/VSIP Submittals - One Position Added

Hi Debbi and Loretta,

In follow-up to my conversation with Loretta earlier this week, attached is a revised VERA/VSIP Plan for Region 9. The revised plan adds one additional GS-13 STEM position in the Environmental Management Division. The total number of positions being restructured has changed from  to .

Regards, Vicki J. Lane  
Human Resources Officer, Region 9  
U.S. Environmental Protection Agency  
75 Hawthorne Street, Mail Code: EMD-2  
San Francisco, CA 94105  
Email: [lane.vicki@epa.gov](mailto:lane.vicki@epa.gov)  
Phone: 415-972-3827

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]  
**Cc:** Jones, Gladys[Jones.Gladys@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]  
**From:** Engebretson, Lizabeth  
**Sent:** Thur 5/4/2017 5:09:58 PM  
**Subject:** RE: Lateral Reassignments to Supervisory Position

Loretta,

I am responding, without the opportunity to discuss with Ryan/Jeremy and Jerome in advance.

Bottom-line: Is there current agency policy which requires that an individual held a prior supervisory position in order to be reassigned to a supervisory position? **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

From OPM Hiring Flexibilities: Reassign Employees - An agency may reassign an employee to another position at the same grade, either within a local commuting area or to another commuting area. (5 CFR 335.102) The agency must have a legitimate management need for the reassignment and the employee must qualify. An agency may reassign employees in surplus positions into vacant continuing positions in unaffected organizations. Unless an agency has a policy or collective bargaining agreement addressing management's right to reassign in a particular context, it can reassign an employee without regard to his or her relative RIF retention standing. In other words, the agency need not consider veterans' preference, length of service, or performance ratings in reassigning employees. Reassignment to a position in a different local commuting area does not provide the right to compete for a position in the present competitive area under 5 CFR part 351 RIF regulations even if the employee declines the reassignment and the agency subsequently separates the employee under 5 CFR part 752 adverse action regulations.

Ryan/Jerome,



Is there such a standard practice in your SSCs? For LV, we would determine quals, and use a supervisory probationary period if the reassigned individual had not previously met the requirement.

Thank you.

Regards,

Liz

## Lizabeth J. Engebretson

Director, Las Vegas HR Shared Service Center  
U.S. Environmental Protection Agency, OARM-Cincinnati

Human Resources Management Division – SSC Las Vegas (Team Vegas)

4220 S. Maryland Parkway, Building A, Suite 100 ♦ Las Vegas, NV 89119-7528

Phone: (702) 798-2432 ♦ Cellular: Ex. 6 - Personal Privacy ♦ Fax: (702) 798-2416 ♦ Email: [engebretson.lizabeth@epa.gov](mailto:engebretson.lizabeth@epa.gov)

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**From:** Hunt, Loretta

**Sent:** Wednesday, May 03, 2017 4:06 PM

**To:** Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Engebretson, Lizabeth <[engebretson.lizabeth@epa.gov](mailto:engebretson.lizabeth@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>

**Cc:** Jones, Gladys <[Jones.Gladys@epa.gov](mailto:Jones.Gladys@epa.gov)>

**Subject:** FW: Lateral Reassignments to Supervisory Position

SSC Directors,

I didn't want to answer without knowing your standard practice. Please see Louise's question below. Do you require competition in all such cases or are noncompetitive reassignments processed if the non-supervisory candidate has: 1) previously held a supervisory position in the federal service; and 2) meets quals?

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Kitamura, Louise

**Sent:** Monday, May 01, 2017 10:54 AM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>

**Cc:** McClendon, Michelle <[McClendon.Michelle@epa.gov](mailto:McClendon.Michelle@epa.gov)>

**Subject:** Lateral Reassignments to Supervisory Position

Hi Loretta,

Thanks for looking into this. Talent Hub is preparing to launch the Lateral Reassignments module, and we need to ensure we provide appropriate guidance to employees and hiring managers.

My understanding is that a person who is serving in a non-supervisory position cannot apply to a supervisory position (assuming they meet the grade eligibility). Can you help shed some light on whether that is true for all cases, e.g., even if a person had served the probationary period for a supervisor in a previous job.

It would be helpful to have the full explanation so that we can post it on Talent Hub as agency guidelines.

Thanks so much!

*Louise Kitamura*

*Civil Rights, Diversity and Inclusion Advisor (Acting)*

*Office of Water*

*(o) 202-564-1731*

*(c)*

Ex. 6 - Personal Privacy

**To:** Torrez, Alfredo[Torrez.Alfredo@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Erickson, Amber  
**Sent:** Wed 5/10/2017 5:28:12 PM  
**Subject:** RE: Additional V/V Questions

Hi Loretta,

Just wondering if you know the answers to any of our follow up questions? I know you're swamped so just a friendly reminder

**From:** Torrez, Alfredo  
**Sent:** Tuesday, May 2, 2017 4:35 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Stevens, Robert <Stevens.Robert@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>  
**Subject:** Additional V/V Questions

Hi Loretta,

Thank you for talking with us today. I have some additional V/V questions for you:

- Are there any series, other than those identified in a business case/justification, that are not eligible under VERA/VSIP?

- Can we cap the number of offers for each program office (e.g., Office 1 buyout cap is [ ] Office 2 buyout cap is [ ] etc.)?

- Will/can the applications for buyouts be handled on a First Come First Served basis? I know for our two most recent V/V we based acceptance on the following:

"Decisions about who receives VERA and VSIP will be made based on the employees' official service computation date (SCD)-LEAVE and OW's program needs. The total number of years with EPA will serve as the tie breaker. If necessary, the total number of years with OW will serve as a second tie breaker."

Alfredo Torrez, Associate Director and  
OW Program Management Official  
Management and Operations Staff  
Office of Water, Office of the Assistant Administrator  
U.S. Environmental Protection Agency  
Room 3311C WJC East (4101M)

Phone: (202) 564-6621 Mobile: Ex. 6 - Personal Privacy

Fax: (202) 564-0500

Email: [torrez.alfredo@epa.gov](mailto:torrez.alfredo@epa.gov)

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Message

---

**From:** Graf, Kate [Graf.Kate@epa.gov]  
**Sent:** 5/19/2017 6:08:11 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: EPA Workforce Reshaping Information

Thank you.

---

**From:** Hunt, Loretta  
**Sent:** Friday, May 19, 2017 2:04 PM  
**To:** Graf, Kate <Graf.Kate@epa.gov>  
**Subject:** Fw: EPA Workforce Reshaping Information  
**Importance:** High

Guiding questions attached

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**From:** Hart, Debbi  
**Sent:** Thursday, April 20, 2017 4:16 PM  
**To:** Hunt, Loretta  
**Subject:** FW: EPA Workforce Reshaping Information

Loretta-

Did I forward this previously? Can't remember.

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 6/8/2017 5:18:35 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: How to organize the V/V information  
**Attachments:** VSIP request template FINAL.pdf; VERA request template FINAL.pdf; EPA Prog and Reg Business Cases 6-5-17.docx  
**Importance:** High

As discussed. Please see VSIP template-- in particular item 8. Would it be best to submit our targeted positions template or use their version?

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Hart, Debbi  
**Sent:** Wednesday, June 07, 2017 12:59 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** FW: How to organize the V/V information  
**Importance:** High

Per discussion, please look at the Word file attached which contains a table of contents showing how we would structure our agency business case. If we organize by office instead of by themes we will avoid some redundancy and it will likely make offices feel better that all of their info is in one place rather than parsed out by theme. We can capture themes in our overview. What do you think? We are ready to populate with the final submissions we have (several offices are STILL finalizing). Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Hunt, Loretta  
**Sent:** Tuesday, June 06, 2017 6:41 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** FW: How to organize the V/V information

REMINDER

Loretta L. Hunt  
Branch Chief



Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hunt, Loretta  
**Sent:** Monday, June 05, 2017 6:55 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** How to organize the V/V information  
**Importance:** High

Debbi,

I think we should complete OPM's VERA and VSIP forms and then attach:

1. Regional/Program Business Cases/Budget Info (one document)
2. Targeted Position Spreadsheet
3. Org Charts (one file?)

I'm afraid if we try to put the cases together by theme it will take too long and be confusing. We can address the themes and the agency's desire to reduce/consolidate/restructure positions to realize efficiency in the OPM forms.

Let me know what you think.

OPM forms and draft business case document attached.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 4/6/2017 4:49:19 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** VERA/VSIP guidance

Is this what you were referencing?

VSIP Guidance

VSIPs are an option for increasing voluntary attrition in agencies that are downsizing or restructuring. Besides providing an incentive for employees to voluntarily retire or resign to avoid potential reduction in force actions, the agency may also offer VSIP to employees in safe positions that could then provide placement opportunities for employees holding surplus positions. P. 2

VERA Guidance

If the agency receives a VERA authority, the defined goals will assist the agency in monitoring the authority and, if necessary, to adjust the option while it is underway (for example, to close the VERA option after reaching the agency's workforce targets). P.3

The most important item for an agency to consider in maximizing the positive benefits of VERA is the agency's ability to accurately target the positions covered by the option. For example, to minimize the disruption of a reduction in force, the agency could target VERA for positions where (1) the incumbent is a displaced employee, or (2) an employee in a continuing position may retire early, allowing the agency to place an employee who would otherwise be involuntary separated in the vacant position. P.6

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Mon 5/8/2017 5:11:08 PM  
**Subject:** FW: OCFO 1-Page VERA-VSIP Proposal for EPA Workforce Reshaping Information  
OCFO FY17 VERA-VSIP 1-Page Proposal as of 05-05-2017.docx

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Soward, Ruth-Alene  
**Sent:** Friday, May 05, 2017 5:11 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; OCFO-SR-MGRS <OCFOSRMGRS@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Wright, John <wright.john@epa.gov>; Kern, Janice <Kern.Janice@epa.gov>; Johnson, Earleen <Johnson.Earleen@epa.gov>; Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Dalrymple, Anne <Dalrymple.Anne@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>  
**Subject:** OCFO 1-Page VERA-VSIP Proposal for EPA Workforce Reshaping Information  
**Importance:** High

Debbie, please find attached OCFO's one-page VERA-VSIP proposal as requested in Donna Vizian's April 17, 2017, guidance. Please let us know if you have any questions.

Thanks and have a great weekend!

Ruth

Ruth Alene Soward, Director

Office of Resource and Information Management  
Office of the Chief Financial Officer  
202-566-0985 phone; 202-669-1876 mobile; Ex. 8 - Personal Privacy fax  
Mail Code 2710A

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that**

will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,

Donna

#### List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

-

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Mon 5/8/2017 5:08:46 PM  
**Subject:** FW: EPA Workforce Reshaping Information  
AO Reshaping Proposal-Final.docx

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
hart.debbi@epa.gov

\*\*\*\*\*

**From:** Allen, Reginald  
**Sent:** Friday, May 05, 2017 5:10 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Reeder, John <Reeder.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>;  
Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** RE: EPA Workforce Reshaping Information

Please find attached AO's Workforce Reshaping Proposal – one pager.

Best

Reggie

*Reginald E. Allen, SES*

*Assistant Deputy Chief of Staff*

*U.S. Environmental Protection Agency*

Office 202-564-0444

Direct 202-564-1029

Cell Ex. 6 - Personal Privacy

**From:** Reeder, John

**Sent:** Monday, April 17, 2017 8:37 PM

**To:** Allen, Reginald <[Allen.Reginald@epa.gov](mailto:Allen.Reginald@epa.gov)>; Lesperance, Twanna <[Lesperance.Twanna@epa.gov](mailto:Lesperance.Twanna@epa.gov)>; Cuscino, Glen <[Cuscino.Glen@epa.gov](mailto:Cuscino.Glen@epa.gov)>

**Subject:** Fwd: EPA Workforce Reshaping Information

Let's discuss tomorrow. Thank you.

Sent from my iPhone

Begin forwarded message:

**From:** "Vizian, Donna" <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>

**To:** "2017HQfirstassistants" <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>, "2017Regionfirstassistants" <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>

**Cc:** "DAA-Career" <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>, "DRA" <[DRA@epa.gov](mailto:DRA@epa.gov)>, "ARA" <[ARA@epa.gov](mailto:ARA@epa.gov)>, "Gray, Linda" <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>, "Hart, Debbi" <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** EPA Workforce Reshaping Information

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time



around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,

Donna

#### List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).

3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year’s submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

---

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 3/20/2017 1:41:08 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: Policy question

I agree - thoughts?

-----Original Message-----

From: Vizian, Donna  
Sent: Monday, March 20, 2017 9:36 AM  
To: Hart, Debbi <Hart.Debbi@epa.gov>  
Subject: RE: Policy question

When I read the definition of separate administration, it seemed like we could argue a smaller unit.

-----Original Message-----

From: Hart, Debbi  
Sent: Monday, March 20, 2017 9:27 AM  
To: Vizian, Donna <Vizian.Donna@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>  
Subject: RE: Policy question

From Loretta, yes, the 1986 policy's competitive areas are the smallest allowed by reg.

5 CFR 351.402 - Competitive area.

(b) A competitive area must be defined solely in terms of the agency's organizational unit(s) and geographical location and, except as provided in paragraph (e) of this section, it must include all employees within the competitive area so defined. A competitive area may consist of all or part of an agency. The minimum competitive area is a subdivision of the agency under separate administration within the local commuting area.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
hart.debbi@epa.gov

\*\*\*\*\*

-----Original Message-----

From: Vizian, Donna  
Sent: Friday, March 17, 2017 8:47 AM  
To: Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
Subject: Policy question

GM. I was reading the RIF policy last night. It states that the competing areas as defined in the policy are the smallest allowed per OPM guidance. Is this still true? Could you get me the answer by 10 on Monday? Thanks much

Message

---

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 3/17/2017 3:18:49 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: Policy question

Per my text. I will take a look too.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
hart.debbi@epa.gov

\*\*\*\*\*

-----Original Message-----

From: Vizian, Donna  
Sent: Friday, March 17, 2017 8:47 AM  
To: Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
Subject: Policy question

GM. I was reading the RIF policy last night. It states that the competing areas as defined in the policy are the smallest allowed per OPM guidance. Is this still true? Could you get me the answer by 10 on Monday? Thanks much

Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/17/2017 8:01:18 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: Workforce Reshaping follow up  
**Attachments:** OGC VERA VSIP Major Themes.xlsx; OGC Targeted Positions Template.xlsx

FYI—first in and two whole positions...

---

**From:** Lattimore, Kraig  
**Sent:** Wednesday, May 17, 2017 1:56 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>  
**Subject:** Workforce Reshaping follow up

Hi Debbi,

Please see OGC's targeted numbers on the attached spreadsheets. Let me know if you need any additional information. Thanks.

Kraig E. Lattimore  
Director, Resource Management Office  
Office of General Counsel  
U.S. Environmental Protection Agency  
202-564-1757

Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 4/11/2017 2:06:09 PM  
**To:** Cooper, Marian [Cooper.Marian@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Gantt, Melissa [Gantt.Melissa@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** FW: Workforce planning materials  
**Attachments:** Eligibility report 4.6.17.xlsx; ATT00001.htm; VSIP Checklist 2017.docx; ATT00002.htm; VERA Checklist 2017.docx; ATT00003.htm; Restructure NonsupervisoryApril2017.docx; ATT00004.htm; Guiding Questions WFP April2017.docx; ATT00005.htm; Templatdraft 4.7.17.xlsx; ATT00006.htm; Example VERA VSIP Justifications April2017.docx; ATT00007.htm; vsip\_guide.pdf; ATT00008.htm; vera\_guide.pdf; ATT00009.htm; VERA-VSIP Overview Presentation April2017.pptx; ATT00010.htm

FYI—for 11:00.

---

**From:** Hart, Debbi  
**Sent:** Tuesday, April 11, 2017 8:00 AM  
**To:** Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>  
**Subject:** Workforce planning materials

FYI—here is some material we put together for discussion at today's meeting covering EMC follow ups. Essentially we have V/V eligibility reports for each office, V/V checklists that identify all the pieces that need to be included in the request, guiding questions for folks to consider as they build their respective business case, a list of example justifications from past V/V efforts and a rationale for eliminating/restructuring highly graded nonsupervisory positions that may be relevant today.

We also built a new template for all offices to use for position targeting. I've also attached OPM's updated V/V guides for those that like the details! ☺ Finally, the attached PowerPoint briefing lays out the V/V basics, highlights key features/best practices we learned from the last round and provides an overview of how office-level information will be aggregated into one agency-level business case. I realize this is a lot, but maybe the group can collectively determine how to whittle it down to the most relevant items. Thanks. Debbi

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Tue 2/28/2017 8:36:20 PM  
**Subject:** FW: Costs and assumptions

I added DC locality...

Arron let me know his rough costs are >\$87M. What do you think – am I missing anything?

For VERA/VSIP effort:

	<u>Total</u>
1. 2,600 departures—all buyouts (2,600 employees X \$25K)	\$65M
2. Annual leave payout* (\$52.99/hr X 240 hrs X 2,600 employees)	<u>\$33.066M</u>
	\$98.066M

\*assumes salary for an average grade EPA employee (GS-13 step 6) using DC locality pay; 240 hours as maximum annual leave payout

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 6/30/2017 4:17:38 PM  
**To:** Snowden, Gregory A [Gregory.Snowden@opm.gov]; Mahoney, Michael J [Mike.Mahoney@opm.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]; Grossman, Andrea L. EOP/OMB **Ex. 5 - Deliberative Process** Mulligan, James S. EOP/OMB **Ex. 5 - Deliberative Process**  
**BCC:** Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** Re: EPA's Responses to OPM's Questions on VERA-VSIP Email 1 of 2  
**Attachments:** EPA Responses to OPM for VERA-VSIP.doc; EPA Prog and Reg Business Cases 6-29-17 ver 5.docx

Gregory/Mike,

Please see EPA's responses to OPM's questions. I modified the spreadsheet and business case documents slightly too. I am out of the office until 7/5, so please refer any questions to Debbi Hart (and copy me). Thanks.

---

**From:** Hunt, Loretta  
**Sent:** Thursday, June 29, 2017 9:13 PM  
**To:** Snowden, Gregory A; Mahoney, Michael J  
**Cc:** Hart, Debbi  
**Subject:** RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Greg/Mike,

Based on our discussion, it seems like OPM isn't expecting a long-drawn out explanation re: how EPA plans to restructure positions. Would it be okay to provide an agency-level description of restructuring rather than amending each region/program's section?

For example:

*For all positions covered by EPA's request, if a position is vacated under VERA/VSIP the organization must restructure the position as follows before refilling the position:*

- *Change from supervisory to non-supervisory.*
- *Decrease the grade and/or full performance level (i.e., at least one grade level lower than the current position).*
- *Change the series of the position.*
- *Significantly change the duties of the position if the series and grade are to remain the same (i.e., the incumbent who vacated could not be expected to learn how to perform these new duties within a reasonable amount of time. The servicing Human Resources Shared Service Center will determine if the change in duties are significant.*

This is the actual criteria the agency uses when tracking post-VERA/VSIP hires to ensure programs and regions are adhering to the plans they put forth to reshape their workforce.

I will provide responses to the other comments from Greg and the Team but this seemed like an easy (I hope) fix. Let me know what you think. Thanks.



Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]  
**Sent:** Thursday, June 29, 2017 1:46 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Cc:** Coleman, Darrell E <[Darrell.Coleman@opm.gov](mailto:Darrell.Coleman@opm.gov)>; Butler, Monica <[Monica.Butler@opm.gov](mailto:Monica.Butler@opm.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft Targeted Positions In 22 Offices-- 6-29-2017

Good afternoon Loretta,

Attached please find OPM's comments/responses to EPA's Draft Targeted Positions under the VSIP plan for 22 offices. Thank you.

Gregory Snowden  
OPM

---

**From:** Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]  
**Sent:** Friday, June 16, 2017 7:13 PM  
**To:** Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB  
**Cc:** Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary  
**Subject:** Re: EPA Draft VERA/VSIP Request Email 2 of 3

EPA's targeted position spreadsheet.

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**From:** Hunt, Loretta  
**Sent:** Friday, June 16, 2017 6:55 PM  
**To:** Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB  
**Cc:** Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary  
**Subject:** EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

1. EPA's VSIP Request (.pdf)
2. EPA's VERA Request (.pdf)
3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
4. Targeted positions spreadsheets for each office (Excel file)

5. Organization charts (one .pdf file)
6. Agency level analysis/summary slides (PowerPoint)

We will send three emails containing the agency's draft request and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov); (202)564-6963 or Debbi Hart at [hart.debbi@epa.gov](mailto:hart.debbi@epa.gov); (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

Message

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**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 7/6/2017 6:56:55 PM  
**To:** Peabody, Hitch [Peabody.Hitch@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**BCC:** Schulman, Marvin [Schulman.Marvin@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]  
**Subject:** RE: Draft V/V Communications  
**Attachments:** RE: Targeted positions in agency's VERA/VSIP  
  
**Importance:** High


Hitch,

You will receive a copy of the final approved business case. Your ops folks will need to cross-check applicants against the approved business case to determine eligibility. Using the quick chart Jason prepared on 6/26, you should be able to reach out to the RHROs/PMOs for specifics on the positions targeted.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

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**From:** Peabody, Hitch  
**Sent:** Thursday, July 06, 2017 1:13 PM  
**To:** Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>; Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>  
**Cc:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>; Carter, Rick <[Carter.Rick@epa.gov](mailto:Carter.Rick@epa.gov)>  
**Subject:** RE: Draft V/V Communications

I will add that for my small slice of this pie, ERD has no idea which  SL/ST positions have been targeted. We would need to get up to speed pretty quickly.

Hitch

---

**From:** Engebretson, Lizabeth  
**Sent:** Thursday, July 06, 2017 1:05 PM  
**To:** Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>  
**Cc:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>; Carter, Rick <[Carter.Rick@epa.gov](mailto:Carter.Rick@epa.gov)>  
**Subject:** RE: Draft V/V Communications

Agreed – good suggestion (to discuss on V/V call today). It appears that along with the general notice, the individualized notice would be sent by the Program/Region (rather than SSC/ERD). That being said, it is critical that each and every individual within the targeted pool is validated and notified – so that none are missed. This validation (before individual notices are sent) is something that the RHRO/PMOs need to be partnered in – along with respective LER, in my view.

Regards,  
Liz

---

**From:** Bonner, Jerome  
**Sent:** Thursday, July 06, 2017 9:57 AM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>  
**Cc:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>  
**Subject:** RE: Draft V/V Communications

We can discuss later today on the V/V call.

**Jerome W. Bonner**  
**Environmental Protection Agency**  
**Office of Administration and Resources Management - Cincinnati**  
**Director, Human Resources**  
**Cincinnati Human Resources Shared Service Center**  
**Tel: 513.569.7950**  
**Mobile:** Ex. 6 - Personal Privacy

**CONFIDENTIALITY:** This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

**From:** Engebretson, Lizabeth  
**Sent:** Thursday, July 06, 2017 9:53 AM  
**To:** Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>  
**Subject:** RE: Draft V/V Communications

Loretta,  
This is a major change and to further advise, this is not how we handled prior V/V – a General Notice to ALL within the Program/Region was issued by the Program/Region head. I had shared the templates previously used (BROAD, General notice with a follow-up during the open window).

If the OARM decision is for individualized notices, we do not have the specific "individuals" identified. To do so would require analysis and validation of the "individuals" with the Region/Program, possibly OHR input, based on the provisions of the approved V/V plans.

Regards,  
Liz

---

**From:** Hart, Debbi  
**Sent:** Thursday, July 06, 2017 12:54 PM  
**To:** Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Engebretson, Elizabeth <[Engebretson.Elizabeth@epa.gov](mailto:Engebretson.Elizabeth@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>  
**Cc:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>  
**Subject:** RE: Draft V/V Communications

Notifications to folks in targeted positions would go out on July 12. What options can you offer?

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Bonner, Jerome  
**Sent:** Thursday, July 06, 2017 12:52 PM  
**To:** Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Engebretson, Elizabeth <[Engebretson.Elizabeth@epa.gov](mailto:Engebretson.Elizabeth@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>  
**Subject:** RE: Draft V/V Communications

I agree; this is a significant change.

**Jerome W. Bonner**  
**Environmental Protection Agency**  
**Office of Administration and Resources Management - Cincinnati**  
**Director, Human Resources**  
**Cincinnati Human Resources Shared Service Center**  
**Tel: 513-569-7950**  
**Mobile:** Ex. 6 - Personal Privacy

**CONFIDENTIALITY:** This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use

it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

---

**From:** Taylor, Jeremy

**Sent:** Thursday, July 06, 2017 12:48 PM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>

**Subject:** RE: Draft V/V Communications

Hello Loretta,

This seems like a total change of course in a way that we were not prepared for. We were not anticipating following up with letters to the specific individuals and have done no preparation to identify those individuals. If this is correct I am very concerned because I don't even know that we could with confidence identify all of the specific people in the next couple of days.

Jeremy A. Taylor  
OARM-RTP-HRMD  
Director  
919-541-0537



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---

**From:** Hunt, Loretta

**Sent:** Thursday, July 06, 2017 12:42 PM

**To:** Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>

**Subject:** RE: Draft V/V Communications

**Importance:** High

SSC Directors/Hitch,

The communication documents have been updated based on feedback from Donna and John. I need the SSCs/ERD/LERD to comment and provide missing information ASAP. The goal is to send these templates to programs and regions this evening.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hunt, Loretta  
**Sent:** Wednesday, July 05, 2017 5:52 PM  
**To:** Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>  
**Subject:** Draft V/V Communications  
**Importance:** High

SSC Directors/Hitch,

Please see the draft employee communication. We tweaked the previous notification Liz forwarded. Please review and edit as necessary. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 7/5/2017 10:39:16 PM  
**To:** Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Subject:** FW: OEI Updated VERA VSIP Budget Information  
**Attachments:** Updated V-V 2017 Budget Information\_7-3-2017.docx

FYA

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Braxton, Marilyn  
**Sent:** Monday, July 03, 2017 3:29 PM  
**To:** Remmers, Janet <[Remmers.Janet@epa.gov](mailto:Remmers.Janet@epa.gov)>  
**Cc:** Maher, Karen <[Maher.Karen@epa.gov](mailto:Maher.Karen@epa.gov)>; Gutshall, Renee <[Gutshall.Renee@epa.gov](mailto:Gutshall.Renee@epa.gov)>; Standifer, Juanita <[Standifer.Juanita@epa.gov](mailto:Standifer.Juanita@epa.gov)>; Fine, Steven <[fine.steven@epa.gov](mailto:fine.steven@epa.gov)>; Simon, Harvey <[Simon.Harvey@epa.gov](mailto:Simon.Harvey@epa.gov)>; Shanahan, Katherine <[Shanahan.Katherine@epa.gov](mailto:Shanahan.Katherine@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** RE: OEI Updated VERA VSIP Budget Information

Janet,

The document has been updated, per your request.

Regards,  
Marilyn Braxton

---

**From:** Remmers, Janet  
**Sent:** Monday, July 03, 2017 3:20 PM  
**To:** Braxton, Marilyn <[Braxton.Marilyn@epa.gov](mailto:Braxton.Marilyn@epa.gov)>  
**Cc:** Maher, Karen <[Maher.Karen@epa.gov](mailto:Maher.Karen@epa.gov)>; Gutshall, Renee <[Gutshall.Renee@epa.gov](mailto:Gutshall.Renee@epa.gov)>; Standifer, Juanita <[Standifer.Juanita@epa.gov](mailto:Standifer.Juanita@epa.gov)>; Fine, Steven <[fine.steven@epa.gov](mailto:fine.steven@epa.gov)>; Simon, Harvey <[Simon.Harvey@epa.gov](mailto:Simon.Harvey@epa.gov)>; Shanahan, Katherine <[Shanahan.Katherine@epa.gov](mailto:Shanahan.Katherine@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** RE: OEI Updated VERA VSIP Budget Information

## Ex. 5 - Deliberative Process



# Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.  
RPROS  
Office of Budget/OCFO  
Mail code: 2732A  
office: 202-564-0548  
aws: 301-593-7870

---

**From:** Braxton, Marilyn  
**Sent:** Monday, July 03, 2017 3:14 PM  
**To:** Shanahan, Katherine <[Shanahan.Katherine@epa.gov](mailto:Shanahan.Katherine@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Remmers, Janet <[Remmers.Janet@epa.gov](mailto:Remmers.Janet@epa.gov)>  
**Cc:** Maher, Karen <[Maher.Karen@epa.gov](mailto:Maher.Karen@epa.gov)>; Gutshall, Renee <[Gutshall.Renee@epa.gov](mailto:Gutshall.Renee@epa.gov)>; Standifer, Juanita <[Standifer.Juanita@epa.gov](mailto:Standifer.Juanita@epa.gov)>; Fine, Steven <[fine.steven@epa.gov](mailto:fine.steven@epa.gov)>; Simon, Harvey <[Simon.Harvey@epa.gov](mailto:Simon.Harvey@epa.gov)>  
**Subject:** OEI Updated VERA VSIP Budget Information

Good afternoon,

I apologize for the delay in getting you this information. I have attached OEI's updated VERA-VSIP budget information. If you have any questions, please feel free to contact me.

Regards,  
Marilyn Braxton, OEI PMO  
202-564-8192

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 6/20/2017 3:34:59 PM  
**To:** Cunningham, Bisa [cunningham.bisa@epa.gov]  
**Subject:** Fwd: Notes from today's meeting with SSCs/LERD/DRES D re: V-V  
**Attachments:** VERA- VSIP FAQ's Draft 5-31-17.docx; ATT00001.htm

I think I was supposed to forward the draft FAQs to you.

Loretta L. Hunt, Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
(202) 564-6963  
[hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Begin forwarded message:

**From:** "Hunt, Loretta" <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Date:** May 31, 2017 at 5:00:04 PM EDT  
**To:** "Engelbreton, Elizabeth" <[Engelbreton.Elizabeth@epa.gov](mailto:Engelbreton.Elizabeth@epa.gov)>, "Bonner, Jerome" <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>, "Cunningham, Bisa" <[cunningham.bisa@epa.gov](mailto:cunningham.bisa@epa.gov)>, "Taylor, Jeremy" <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>, "Corbett, Krysti" <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>, "Peabody, Hitch" <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>  
**Cc:** "Parker, Gary" <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>, "Hart, Debby" <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>, "Gray, Linda" <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>, "Carpenter, Wesley" <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>  
**Subject:** Notes from today's meeting with SSCs/LERD/DRES D re: V-V

Thanks again for participating.

I've summarized the notes from today's meeting based on subject.

Communications

- A general notification from agency senior management is expected to be sent out soon. A more detailed notification (with proposed targeting information) will be sent to employees at a later date.
- PAB hasn't seen the general notice draft but will share with SSCs/LERD/DRES D, if possible.
- OHR has created a V-V intranet site for employees at <https://www.epa.gov/ohr/policy/buyouts/>. SSCs/DRES D/LERD/PPTD can add useful information as necessary.
- Need to develop employee FAQs. Draft attached.

## LERD

- Hard to predict how negotiations will go with the unions.
- The agency has to provide notice. Unions can demand to bargain or submit proposals within certain timeframes. Based upon some agreements, the agency is late with its notice requirements.
- Targeted positions aren't negotiable. Retirement training and selection criteria are negotiable.
- Bob C. has reached out to former EPA LERD staff to get information on previous V-V negotiations.

## SSCs/DRES

- Benefits POCs will meet soon to discuss process.
- SSCs are working with IT to update the web-based database for V-V applications/actions. SSCs to review the new database second week in June.
- Benefits POCs will develop webcasts and other helpful resources for targeted employees.
- Employees will receive detailed application instructions in a future notification.
- V-V database will have information for agency reports/accountability purposes.
- Liz forwarded notification templates from previous V-V.
- Latest OPM benefits notice on V-V retirement processing can be found at <https://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2016/16-301.pdf>
- Need to ask senior management about prohibition on movement that may alter eligibility (reassignment/staffing) during V-V process.

Message

**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 8/8/2017 5:06:08 PM  
**To:** RHRO [RHRO@epa.gov]; OHR PMOs [OHR\_PMOs@epa.gov]  
**CC:** Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]  
**BCC:** Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]  
**Subject:** VERA/VSIP Allocation Flexibility  
**Attachments:** EPA Prog and Reg Business Cases Final 7-31-17 agency flex up to caps adj....pdf

HR Community,

A few offices came to OHR and requested V/V allocation flexibility. We decided to ask OPM to allow all programs this flexibility (a few specifically asked in their initial business cases and were already approved).

The new language added to the agency's business case (pg. 3, attached) specifically states:

*Given the pool of available candidates across our program and regional offices, the agency would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap for each program or regional office (as identified in sections II-XXIII below) cannot be exceeded.*

What this means is that offices can shift slots to oversubscribed categories from undersubscribed categories. For example:

## Ex. 5 - Deliberative Process

Please note, the region or program office may not:

- Exceed the organization's maximum V/V cap approved by OPM and OMB.
- Add additional positions to the eligibility pool.
- Approve more positions to vacate in a series/location/subcomponent than the organization can realistically handle. Remember, all positions (except designated safe positions) vacated under V/V must be eliminated or restructured. The organization must be still be able to function/meet mission needs once employees vacate.

If you have any questions or concerns, please contact me or your servicing HR Shared Service Center.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA

Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

## Message

---

**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 5/31/2017 9:00:04 PM  
**To:** Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Cunningham, Bisa [cunningham.bisa@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]  
**CC:** Parker, Gary [parker.gary@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]  
**BCC:** Hampton, Torrey [hampton.torrey@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Subject:** Notes from today's meeting with SSCs/LERD/DRES D re: V-V  
**Attachments:** VERA- VSIP FAQ's Draft 5-31-17.docx

**Importance:** High

Thanks again for participating.

I've summarized the notes from today's meeting based on subject.

### Communications

- A general notification from agency senior management is expected to be sent out soon. A more detailed notification (with proposed targeting information) will be sent to employees at a later date.
- PAB hasn't seen the general notice draft but will share with SSCs/LERD/DRES D, if possible.
- OHR has created a V-V intranet site for employees at <https://www.epa.gov/ohr/policy/buyouts/>. SSCs/DRES D/LERD/PPTD can add useful information as necessary.
- Need to develop employee FAQs. Draft attached.

### LERD

- Hard to predict how negotiations will go with the unions.
- The agency has to provide notice. Unions can demand to bargain or submit proposals within certain timeframes. Based upon some agreements, the agency is late with its notice requirements.
- Targeted positions aren't negotiable. Retirement training and selection criteria are negotiable.
- Bob C. has reached out to former EPA LERD staff to get information on previous V-V negotiations.

### SSCs/DRES D

- Benefits POCs will meet soon to discuss process.
- SSCs are working with IT to update the web-based database for V-V applications/actions. SSCs to review the new database second week in June.
- Benefits POCs will develop webcasts and other helpful resources for targeted employees.
- Employees will receive detailed application instructions in a future notification.
- V-V database will have information for agency reports/accountability purposes.

- Liz forwarded notification templates from previous V-V.
- Latest OPM benefits notice on V-V retirement processing can be found at <https://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2016/16-301.pdf>
- Need to ask senior management about prohibition on movement that may alter eligibility (reassignment/staffing) during V-V process.



Message

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**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 6/2/2017 3:28:30 PM  
**To:** Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Subject:** Fw: VERA VSIP Follow up  
**Attachments:** OCSPP Targeted Positions Template.revised on 6.2.17v2.xlsx; OCSPP Draft V-V Business Case. revised on 6.2.17.v2.docx

FYI

---

**From:** Graf, Kate  
**Sent:** Friday, June 2, 2017 11:09 AM  
**To:** Parker, Gary  
**Cc:** Cleland-Hamnett, Wendy; Wise, Louise; Morales, Oscar; Berkley, Bruce; Hart, Debbi; Hunt, Loretta  
**Subject:** RE: VERA VSIP Follow up

Gary,  
We also removed the supervisory GS-15s in the package so that entire bullet is out. Revised materials attached. Sorry for the multiple versions this morning.  
Kate

**To:** Cunningham, Dennis[Cunningham.Dennis@epa.gov]  
**Cc:** Cherry, Katrina[Cherry.Katrina@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]  
**Bcc:** Schulman, Marvin[Schulman.Marvin@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]  
**From:** Hunt, Loretta  
**Sent:** Thur 5/25/2017 11:13:40 PM  
**Subject:** RE: OITA's VERA/VSIP proposal

Dennis,

Sorry, misread the chart re: the 2210. Thanks for the budget explanation. OITA is good to go. I'll follow-up if we need anything else. Have a good weekend.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Cunningham, Dennis  
**Sent:** Thursday, May 25, 2017 3:36 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Cherry, Katrina <Cherry.Katrina@epa.gov>  
**Subject:** RE: OITA's VERA/VSIP proposal

Loretta,

In reference to your questions:

1. We're targeting six positions. Five work on the day-to-day management and implementation of our international or tribal programs. The sixth is a GS-303 (grade 9) administrative position that provides direct support to one of our Senior Executives.
2. We didn't include a 2210 among the targeted positions. In the chart we identify one 0028, four 0301s, and one 0303, for a total of six targeted positions.
3. Our SBO provided the explanation below regarding the estimated savings chart:

*Since the format is set to no decimals, the computer is automatically rounding rows: A and E. When it does the sum, it becomes \$ Ex. 5 - Deliberative Process. When reformatting to two decimal places, the true amount is \$ Ex. 5 - Deliberative Process (see below.) The numbers and formulas are correct and therefore nothing needs to be revised.*

*Hope this helps and regards, Mike 202.564.0324*

Table B - Estimated Savings for FY 2018 through FY 2019		2017	2018	2019
A	Pre-VERA / VSIP Annual Payroll Costs (before VERA/VSIP): FY 2017 - 05/15/17 on-board count; increased 3.25% each year for increased costs (1.9% COLA, promotions, etc)	<b>Ex. 5 - Deliberative Process</b>		
B	VERA / VSIP Payout Cost (\$25,000 x Targeted Positions)			
C	Leave Payout Cost (presumes 240 ceiling hours at average salary plus 150 hours earned in 2017] @ G14/Step 5			
D	Payroll Savings (Payroll @ G14/S5 Targeted VERA/VSIP participants @ end FY 2017)			
E	<-- Payroll for new hires @ G9/Step 1 for two-thirds in FY 2018			
F	Post VERA/VSIP Annual Payroll Cost (F = A + B + C + D + E)			

If I've misunderstood the questions, please give me a call. I'll be glad to rework the proposal and the attachments, as needed.

Dennis

Dennis H. Cunningham, Deputy Director

Office of Management & International Services

Office of International & Tribal Affairs

U.S. Environmental Protection Agency

[Cunningham.dennis@epa.gov](mailto:Cunningham.dennis@epa.gov)

Phone: 202-564-6622

**From:** Hunt, Loretta

**Sent:** Thursday, May 25, 2017 1:00 PM

**To:** Cunningham, Dennis <[Cunningham.Dennis@epa.gov](mailto:Cunningham.Dennis@epa.gov)>; Cherry, Katrina <[Cherry.Katrina@epa.gov](mailto:Cherry.Katrina@epa.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>; McNeal, Detha <[McNeal.Detha@epa.gov](mailto:McNeal.Detha@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hampton, Torrey <[hampton.torrey@epa.gov](mailto:hampton.torrey@epa.gov)>

**Subject:** FW: OITA's VERA/VSIP proposal

Dennis,

I've reviewed OITA's business case and overall it's sound. There are a few minor

corrections/clarifications:

1. The business case (2<sup>nd</sup> page, 5<sup>th</sup> paragraph, first sentence) mentions “six positions.” I would assume these are six *programmatic* positions. Please confirm.
2. Same paragraph mentions six positions. A cross-walk with the targeted population chart shows a 2210 position (I’m assuming not an IT security position). Please capture this position in the business case (i.e., total of 7 positions targeted with 5 offers max).
3. The estimated savings chart: row F, column 2019. The number should be \$4,073,352. Please check to see if you need to revise any other numbers accordingly.

Please let me know if you have any questions or concerns. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Cunningham, Dennis

**Sent:** Wednesday, May 24, 2017 1:44 PM

**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Cc:** Nishida, Jane <[Nishida.Jane@epa.gov](mailto:Nishida.Jane@epa.gov)>; Hill, Randy <[Hill.Randy@epa.gov](mailto:Hill.Randy@epa.gov)>; Cherry, Katrina <[Cherry.Katrina@epa.gov](mailto:Cherry.Katrina@epa.gov)>

**Subject:** OITA's VERA/VSIP proposal

Debbi,

OITA's proposal is attached. We've placed the budget information in a separate Excel spreadsheet.

Let me know if you need additional information from us.

Thanks,

Dennis

Dennis H. Cunningham, Deputy Director

Office of Management & International Services

Office of International & Tribal Affairs

U.S. Environmental Protection Agency

[Cunningham.dennis@epa.gov](mailto:Cunningham.dennis@epa.gov)

Phone: 202-564-6622

Message

---

**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 5/19/2017 6:03:38 PM  
**To:** Graf, Kate [Graf.Kate@epa.gov]  
**Subject:** Fw: EPA Workforce Reshaping Information  
**Attachments:** Targeted Positions Template .xlsx; vera\_guide.pdf; VERA-VSIP Overview Presentation April2017.pptx; vsip\_guide.pdf; VV ExampleThemeJustificationsApril2017.docx; V-V Business Case Checklist April2017final.docx; Guiding Questions WFP revApril2017.docx

**Importance:** High

Guiding questions attached

---

**From:** Hart, Debbi  
**Sent:** Thursday, April 20, 2017 4:16 PM  
**To:** Hunt, Loretta  
**Subject:** FW: EPA Workforce Reshaping Information

Loretta-

Did I forward this previously? Can't remember.

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.



**From:** Hunt, Loretta  
**Location:** Teleconference  
**Importance:** Normal  
**Subject:** VERA/VSIP Planning  
**Start Date/Time:** Wed 5/31/2017 7:00:00 PM  
**End Date/Time:** Wed 5/31/2017 8:00:00 PM

Call-in: Ex. 6 - Personal Privacy

Conf. code: Ex. 6 - Personal Privacy

### Agenda

Discuss and plan the HR components of V/V (notifications, application and selection process, union notices, retirement counseling, etc.)

**To:** Smith, Susan[Smith.Susan@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]  
**Cc:** Datcher, Dawn[Datcher.Dawn@epa.gov]  
**From:** Hunt, Loretta  
**Sent:** Thur 5/18/2017 9:35:49 PM  
**Subject:** RE: Questions  
VERA- VSIP FAQ's Managers 5-12-17.docx  
FW: EPA Workforce Reshaping Information

Susan,

1. You need to be specific about which organizations are being targeted. You may modify the spreadsheet to capture sub-offices. Please see the examples attached.

To unlock the file:

Click on the "Review" tab up on the green header

Click on the "Unprotect sheet" icon

Enter "blue" as the password

2. Yes, you may change supervisory series.

3. I don't understand your question about safe positions. Please refer to the FAQs attached.

4. Targeted SES slots that are vacated must be returned to the agency for reallocation. Please follow-up with ERD for guidance.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Smith, Susan  
**Sent:** Thursday, May 18, 2017 5:19 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Datcher, Dawn <Datcher.Dawn@epa.gov>  
**Subject:** Questions

So, I have a few more questions.

1. Thinking about next week's reporting. I noticed the sample spreadsheets you provided are only at the office/region level by location and occupational series and grade. How far in the weeds do we need to go. We'd like to offer VERA/VSIP broadly. Also, the submission we prepared a few years ago looks like they were only at the sub-office/division level. Does that sound right to you?

2. If we list supervisory positions in the pool, must we eliminate them or can we change to a different series in order to realign with the current staff.

**Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

3. Are SES positions able to be backfilled?

Thanks!

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)

202-566-6324 (fax)

Follow OLEM on Twitter @EPALand

Message

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**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 6/6/2017 10:55:15 PM  
**To:** McNeal, Detha [McNeal.Detha@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]  
**Subject:** FW: Decision on including SES in the V/V

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Vizian, Donna  
**Sent:** Tuesday, June 06, 2017 6:50 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Cc:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>  
**Subject:** RE: Decision on including SES in the V/V

Yes. Water and ORD are going to reduce the number but still include.

---

**From:** Hunt, Loretta  
**Sent:** Tuesday, June 06, 2017 6:48 PM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Cc:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>  
**Subject:** RE: Decision on including SES in the V/V

Donna,

Can offices proceed with their plans for SL/ST positions?

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Vizian, Donna  
**Sent:** Tuesday, June 06, 2017 6:36 PM  
**To:** Robbins, Chris <[Robbins.Chris@epa.gov](mailto:Robbins.Chris@epa.gov)>; Kavlock, Robert <[Kavlock.Robert@epa.gov](mailto:Kavlock.Robert@epa.gov)>; Simon, Nigel <[Simon.Nigel@epa.gov](mailto:Simon.Nigel@epa.gov)>; Breen, Barry <[Breen.Barry@epa.gov](mailto:Breen.Barry@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>;

Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>

**Subject:** Decision on including SES in the V/V

Hi – I am sending to a small group, since you are the only offices that included SES in their business case. Mike and I talked it through and we are not going to include SES at this time. We likely do a comprehensive look at the SES over the next few months. Please let me know if you have any questions.

Thanks

Donna

Message

**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 6/6/2017 10:41:14 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** FW: How to organize the V/V information  
**Attachments:** VSIP request template FINAL.pdf; VERA request template FINAL.pdf; EPA Prog and Reg Business Cases 6-5-17.docx

REMINDER

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hunt, Loretta  
**Sent:** Monday, June 05, 2017 6:55 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** How to organize the V/V information  
**Importance:** High

Debbi,

I think we should complete OPM's VERA and VSIP forms and then attach:

1. Regional/Program Business Cases/Budget Info (one document)
2. Targeted Position Spreadsheet
3. Org Charts (one file?)

I'm afraid if we try to put the cases together by theme it will take too long and be confusing. We can address the themes and the agency's desire to reduce/consolidate/restructure positions to realize efficiency in the OPM forms.

Let me know what you think.

OPM forms and draft business case document attached.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**To:** Schulman, Marvin[Schulman.Marvin@epa.gov]  
**From:** Hunt, Loretta  
**Sent:** Tue 6/6/2017 10:37:33 PM  
**Subject:** RE: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017

Already notified

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Schulman, Marvin  
**Sent:** Tuesday, June 06, 2017 6:37 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** RE: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017

Loretta -

I looked at the OGC document and noticed that it includes no budget data in the second table...Do we need to reach out to OGC to get that info?

Marvin



**From:** Hunt, Loretta  
**Sent:** Tuesday, June 06, 2017 5:45 PM  
**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>  
**Subject:** FW: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017  
**Importance:** High

FYI

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Martinez, Gwendolyn  
**Sent:** Tuesday, June 06, 2017 5:35 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Minoli, Kevin <[Minoli.Kevin@epa.gov](mailto:Minoli.Kevin@epa.gov)>; Packard, Elise <[Packard.Elise@epa.gov](mailto:Packard.Elise@epa.gov)>; Lattimore, Kraig <[lattimore.kraig@epa.gov](mailto:lattimore.kraig@epa.gov)>; Lee, Terry <[lee.terry@epa.gov](mailto:lee.terry@epa.gov)>  
**Subject:** OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017  
**Importance:** High

Hello Loretta and Debbi.

Attached are the OGC Senior Management approved VERA/VSIP business case write-up and supporting documentation in support of OGC's targeted positions for retirement, restructuring and/or elimination.

Please let me know if you require additional information or clarification.

Thank you.

Gwen

Gwen Martinez

RMO HR Team Lead

Office of General Counsel

U.S. Environmental Protection Agency

[martinez.gwendolyn@epa.gov](mailto:martinez.gwendolyn@epa.gov)

202-564-1644 office

Ex. 6 - Personal Privacy mobile

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 5/6/2017 12:27:39 PM  
**To:** Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Subject:** Fwd: Supervisory Ratio

FYI

Loretta L. Hunt, Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
(202) 564-6963  
[hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Begin forwarded message:

**From:** "Hart, Debbi" <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Date:** May 5, 2017 at 4:59:49 PM EDT  
**To:** "Hunt, Loretta" <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Cc:** "Parker, Gary" <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Subject:** Fwd: Supervisory Ratio

FYI

Sent from my iPhone

Begin forwarded message:

**From:** "Parker, Gary" <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Date:** May 5, 2017 at 12:51:51 PM MDT  
**To:** "Moore, Bobby" <[Moore.Bobby@epa.gov](mailto:Moore.Bobby@epa.gov)>  
**Cc:** "Hart, Debbi" <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Supervisory Ratio

Bobby,

Seeing that we are in the midst of VERA/VSIP and continued task of workforce reshaping, keeping a vigilant eye on supervisory ratios will be critical. Was having a conversation with Jason Kuhns on creating a table to show each Program Office and Region supervisory ratios, and he showed me a report that had been done that included supervisor code 5. He told me historically ITD has included this code. By definition, code 5 is a position that doesn't have supervisory duties. Do we use that code differently here in EPA versus what the OPM definition states? There are ~170 employees with a code 5 and some titles appear to be supervisors and some are not. If they are a supervisor their code should be either 2 or 4.

Unless you have good intel on the topic, I'd like to correct it by engaging the SSCs on validating these employees and their supervisory duties and changing the code to the correct one.

R,  
Gary

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) Ex. 6 - Personal Privacy

Message

---

**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 6/1/2017 3:49:40 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]  
**CC:** Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]  
**Subject:** FW: EPA Workforce Reshaping Information  
**Attachments:** R3 Targeted Positions Template - revised 5.31.17.xlsx; R3 Business Case-update 5.31.17.docx

FYI

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** McManus, Catharine  
**Sent:** Wednesday, May 31, 2017 3:26 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Esher, Diana <[Esher.Diana@epa.gov](mailto:Esher.Diana@epa.gov)>; Krakowiak, John <[Krakowiak.John@epa.gov](mailto:Krakowiak.John@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Burrows, Eileen <[BURROWS.EILEEN@EPA.GOV](mailto:BURROWS.EILEEN@EPA.GOV)>  
**Subject:** FW: EPA Workforce Reshaping Information

Debbi-

Given guidance that we received today, we would like to update our business case and targeted positions to remove SES from the VERA/VSIP list. There is no change to the VERA/VSIP Themes spreadsheet. I have attached the updated files.  
Kate

---

**From:** McManus, Catharine  
**Sent:** Wednesday, May 24, 2017 4:51 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Esher, Diana <[Esher.Diana@epa.gov](mailto:Esher.Diana@epa.gov)>; Krakowiak, John <[Krakowiak.John@epa.gov](mailto:Krakowiak.John@epa.gov)>  
**Subject:** RE: EPA Workforce Reshaping Information

Debbi-

Attached is Region III's submission. We have not included organizational charts because we are not proposing to reorganize. I have included an updated Themes spreadsheet which reflects a change requested by Senior leadership. Please let me know if you have any questions or need further information. Thanks. Kate

---

**From:** Hart, Debbi  
**Sent:** Tuesday, May 23, 2017 4:45 PM  
**To:** OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>; RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>  
**Cc:** Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto>Showman.John@epa.gov)>; Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (\*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the

instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

#### List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

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**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 4/13/2017 12:49:12 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Re: Quick questions on V/V [WARNING: DKIM validation failed]

Ok then

Loretta L. Hunt, Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
(202) 564-6963  
[hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

On Apr 13, 2017, at 7:57 AM, Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)> wrote:

Hmmmm...

Sent from my iPhone

Begin forwarded message:

**From:** "Mahoney, Michael J" <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>  
**Date:** April 12, 2017 at 11:09:28 PM EDT  
**To:** "Hart, Debbi" <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Re: Quick questions on V/V [WARNING: DKIM validation failed]

Hi Debbi,

We can talk more about this tomorrow...and sorry for the late reply

The revised language in the template, that you've captured below, more closely tracks to the language in the reg. At the end of the day, it's the reg language that needs to be addressed. The templates are a way to help capture and synthesize the info OPM and OMB needs to approve. We thought this formulation was a bit more clear, and therefore less burdensome on requesting agencies (that being said.

As far as I know, OMB's role will remain the same. I think you would continue to coord with your OMB examiner as you always have. Again, neither the VSIP law or regs have changed...

I hope this answers your question. If not, we can chat tomorrow

-mike

Sent from my iPad

On Apr 12, 2017, at 3:47 PM, "Hart, Debbi" <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)> wrote:

Hello Mike-



Hope all is well? Per my v-mail message, can you please let me know how we should be addressing cost calculations for V/V requests? When EPA was last down this path, budget neutrality was required and OMB's role was primarily to review/crosscheck/confirm calculations. However it appears from OPM's updated guidance that significantly less cost information is now required in our submittals (see below from OPM's updated V/V template). Can you confirm this to be the case and perhaps offer your understanding of OMB's role in the process as future V/V packages are submitted? Is there someone at OMB that we should be coordinating with on this effort? Thanks in advance! Debbi

Identify the number of VSIPs to be paid and the maximum amount of each VSIP (up to \$25,000).

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*  
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Message

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**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 5/16/2017 2:37:17 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: V/V Question

Nothing. Let me follow-up.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

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**From:** Hart, Debbi  
**Sent:** Tuesday, May 16, 2017 10:35 AM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** FW: V/V Question

Before I answer, what did we hear back from SSCs about restructuring standardized PDs?

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**From:** Buhl, Rick  
**Sent:** Monday, May 15, 2017 9:26 AM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** V/V Question

Debbi,

I hope all is well in DC this morning. I have a question on VERA/VSIP that is rather crucial to our conversation within the Region, and I suspect across the agency.

Under what circumstances can we move past the VERA/VSIP decisions and be allowed to fill new positions which may have the same grade/series/FPL. Increase in workload? Change in agency priorities which necessitates a shift in personnel or an investment in positions to accomplish work previously done under a PD that was the subject of a V/V?

As an example, Region 8 does a V/V and targets enforcement attorneys in an effort to reduce the number of attorneys in the region. We complete the V/V by the end of FY17 and 4 positions (enforcement attorneys) are off the books. Hypothetically, in FY19 Region 8 is asked to increase its enforcement efforts, and to do that, we need to increase our enforcement attorney population. We have a standard enforcement attorney PD that we use which facilitates employee management, hiring, etc. Would we be allowed to create and fill new positions to accommodate the work using our standard enforcement attorney PD (same grade/series/FPL)?

Thanks in advance.

Rick

Rick Buhl  
Assistant Regional Administrator, Office of Technical and Management Services

USEPA Region 8 | 1595 Wynkoop St (8TMS-IO) | Denver, CO 80202-1129

Office: (303) 312-6920

***Need a Meeting? Contact Sifa M. Kajiru-Edwards at 303-312-6017***

Message

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**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 5/4/2017 6:13:34 PM  
**To:** Mahoney, Michael J [Mike.Mahoney@opm.gov]  
**Subject:** RE: EPA Question About VERA/VSIP - PDs

Mike,

I sent the question but had to step away. Is the answer still no?

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

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**From:** Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]  
**Sent:** Thursday, May 04, 2017 1:53 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Re: EPA Question About VERA/VSIP - PDs

Did you all just ask that?

Sent from my iPhone

On May 2, 2017, at 10:34 AM, Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)> wrote:

Hi Mike,

Were you able to get clarification on the matter below? Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

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**From:** Hunt, Loretta  
**Sent:** Thursday, April 27, 2017 4:25 PM  
**To:** Mahoney, Michael J <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Question About VERA/VSIP - PDs

Mike,

Thanks again for speaking with us today. You said you'd check with the SME about requiring PDs up front if a position is targeted for restructuring but will remain the same series and grade.

Please copy me on any response you send to Debbi.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 5/11/2017 10:57:34 PM  
**To:** McNeal, Detha [McNeal.Detha@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Hampton, Torrey [hampton.torrey@epa.gov]  
**Subject:** FW: Question about internal merit promotion and safe positions  
**Attachments:** VSIP request template FINAL.pdf

FYI

A response I prepared to address a question by the ARAs.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

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**From:** Showman, John  
**Sent:** Thursday, May 11, 2017 5:25 PM  
**To:** ARA <ARA@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** Question about internal merit promotion and safe positions

At the ARA call earlier this week, there was a question if vacated “safe positions” could be competed.

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Please let Debbi, Loretta or me know if you have further questions. Thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

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**From:** Sanders, Amy  
**Sent:** Tuesday, May 09, 2017 1:30 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Cc:** Lindsay, Nancy <[Lindsay.Nancy@epa.gov](mailto:Lindsay.Nancy@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Breneman, Sara <[breneman.sara@epa.gov](mailto:breneman.sara@epa.gov)>  
**Subject:** Question about internal merit promotion and safe positions

Loretta,

The question today was whether or not a given organization with 100 employees could designate 90 as safe and offer a maximum of 10 VERA/VSIPs to their entire organization. At the end of the VERA/VSIP 10 employees have accepted 10 offers and left. Could the organization utilize a combination of reassignments and internal merit promotions to ensure that all 90 safe positions were filled? The organization would, of course, follow merit system principles and select the best qualified candidate from an appropriate source for any merit promotions, but would continue to utilize reassignments until the 90 safe positions were occupied and the 10 VERA/VSIP offered positions were eliminated or restructured in accordance with their VERA/VSIP proposal.

R5 is not planning on utilizing the safe positions concept in our current draft, as we are finding that the safe position concept would be more useful (for us at least) in a budget—based reduction, rather than an efficiency based package. However, I believe the above question is important to have a shared understanding on should we be directed to do a deeper VERA/VSIP offering at some later date. There may be regions that need this question addressed now in order to participate in this round (and Nancy may have more information on that). If you don't want to reach out to OPM with this question at this time, perhaps interested programs/regions could include a very transparent description of what they are doing in their VERA/VSIP write up. Actually saying they plan to fill their safe positions through whatever they plan on doing, such as reassignment, reassignment after qualification standards are met via details, modifying qualification standards, and merit promotions. OPM/OMB could then approve or disapprove that language in the VERA/VSIP proposal—ultimately answering the question.

Thanks,

Amy Sanders  
Acting, Assistant Regional Administrator  
U.S. EPA, Region 5  
Resources Management Division  
77 W Jackson Blvd  
Chicago, IL 60604  
Email: [sanders.amy@epa.gov](mailto:sanders.amy@epa.gov)  
Office: (312) 353-9196  
Office Fax: (312) 353-1517

Message

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**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 3/20/2017 3:31:47 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: Workforce Reshaping Question

That works. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

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**From:** Helm, Arron  
**Sent:** Monday, March 20, 2017 11:30 AM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Re: Workforce Reshaping Question

Note. The referenced agreement for RTP is moot and no longer in effect.

I have some thoughts. I am in Rosslyn and will be over there soon. Maybe we can meet up this afternoon to discuss.

Sent from my iPhone

On Mar 20, 2017, at 11:26 AM, Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)> wrote:

Arron,

Donna has asked questions about competitive areas as per the current RIF policy and regulation.

5 CFR 351.402 states: *A competitive area must be defined solely in terms of the agency's organizational unit(s) and geographical location and, except as provided in paragraph (e) of this section, it must include all employees within the competitive area so defined. A competitive area may consist of all or part of an agency. The minimum competitive area is a subdivision of the agency under separate administration within the local commuting area.*

Thus, according to the policy the agency's competitive areas are:

- Each AA-ship
- Each RA-ship
- GC
- IG
- CFO



- AO
- RTP
- Field offices (labs)
- Regional Counsels who report to GC at HQ

In re: to field offices, they may constitute multiple “competitive areas” if part of the installation reports to the RA and another reports to OAR or ORD (or any other program office that constitutes administration).

Based on the “separate administration within the local commuting area” clause, I don’t think the agency could designate anything smaller than the sub-field offices/Regional Counsel competitive areas.

Thoughts, corrections?

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** 2017\_VERA-VSIP@epa.gov [2017\_VERA-VSIP@epa.gov]  
**on behalf of** 2017 VERA-VSIP [2017\_VERA-VSIP@epa.gov]  
**Sent:** 7/20/2017 1:43:27 PM  
**To:** Jablonski, Janice [jablonski.janice@epa.gov]  
**Subject:** A new VERA-VSIP application has been submitted from OARM.

A new VERA-VSIP application has been submitted from OARM.

Applicant Name: [Ex. 6 - Personal Privacy]  
Office: OARM - OAM  
Duty Station: Washington, DC  
Separation Type: (4) Optional or Early Retirement with NO VSIP

**To:** Smith, Susan[Smith.Susan@epa.gov]; Monroe, Scott[Monroe.Scott@epa.gov]; Torrez, Alfredo[Torrez.Alfredo@epa.gov]; Braxton, Marilyn[Braxton.Marilyn@epa.gov]; Cunningham, Dennis[Cunningham.Dennis@epa.gov]; Graf, Kate[Graf.Kate@epa.gov]; Jablonski, Janice[jablonski.janice@epa.gov]; Lesperance, Twanna[Lesperance.Twanna@epa.gov]; Soward, Ruth-Alene[Soward.Ruth-Alene@epa.gov]; Vaughan, Pat[Vaughan.Pat@epa.gov]  
**From:** Martinez, Gwendolyn  
**Sent:** Mon 7/10/2017 2:41:40 PM  
**Subject:** RE: PMO monthly brown bag

I have a conflict but will try to make it if I can.

**From:** Smith, Susan  
**Sent:** Monday, July 10, 2017 10:05 AM  
**To:** Monroe, Scott <Monroe.Scott@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>  
**Subject:** RE: PMO monthly brown bag

Thanks!!

# Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)

202-566-6324 (fax)

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**From:** Monroe, Scott

**Sent:** Monday, July 10, 2017 9:30 AM

**To:** Smith, Susan <[Smith.Susan@epa.gov](mailto:Smith.Susan@epa.gov)>; Torrez, Alfredo <[Torrez.Alfredo@epa.gov](mailto:Torrez.Alfredo@epa.gov)>; Braxton, Marilyn <[Braxton.Marilyn@epa.gov](mailto:Braxton.Marilyn@epa.gov)>; Cunningham, Dennis <[Cunningham.Dennis@epa.gov](mailto:Cunningham.Dennis@epa.gov)>; Graf, Kate <[Graf.Kate@epa.gov](mailto:Graf.Kate@epa.gov)>; Jablonski, Janice <[jablonski.janice@epa.gov](mailto:jablonski.janice@epa.gov)>; Lesperance, Twanna <[Lesperance.Twanna@epa.gov](mailto:Lesperance.Twanna@epa.gov)>; Martinez, Gwendolyn <[Martinez.Gwendolyn@epa.gov](mailto:Martinez.Gwendolyn@epa.gov)>; Soward, Ruth-Alene <[Soward.Ruth-Alene@epa.gov](mailto:Soward.Ruth-Alene@epa.gov)>; Vaughan, Pat <[Vaughan.Pat@epa.gov](mailto:Vaughan.Pat@epa.gov)>

**Subject:** RE: PMO monthly brown bag

I'm available and the room is, too. I'll go ahead and move it to today.

Scott

**From:** Smith, Susan

**Sent:** Monday, July 10, 2017 8:54 AM

**To:** Monroe, Scott <[Monroe.Scott@epa.gov](mailto:Monroe.Scott@epa.gov)>; Torrez, Alfredo <[Torrez.Alfredo@epa.gov](mailto:Torrez.Alfredo@epa.gov)>; Braxton, Marilyn <[Braxton.Marilyn@epa.gov](mailto:Braxton.Marilyn@epa.gov)>; Cunningham, Dennis <[Cunningham.Dennis@epa.gov](mailto:Cunningham.Dennis@epa.gov)>; Graf, Kate <[Graf.Kate@epa.gov](mailto:Graf.Kate@epa.gov)>; Jablonski, Janice <[jablonski.janice@epa.gov](mailto:jablonski.janice@epa.gov)>; Lesperance, Twanna <[Lesperance.Twanna@epa.gov](mailto:Lesperance.Twanna@epa.gov)>; Martinez, Gwendolyn <[Martinez.Gwendolyn@epa.gov](mailto:Martinez.Gwendolyn@epa.gov)>; Soward, Ruth-Alene <[Soward.Ruth-Alene@epa.gov](mailto:Soward.Ruth-Alene@epa.gov)>; Vaughan, Pat <[Vaughan.Pat@epa.gov](mailto:Vaughan.Pat@epa.gov)>

**Subject:** RE: PMO monthly brown bag

Do you all want to get together today instead of Wednesday?? Just wondering about some of the V/V mechanics since this is my first time going through this.

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

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-----Original Appointment-----

**From:** Monroe, Scott

**Sent:** Tuesday, March 21, 2017 3:02 PM

**To:** Monroe, Scott; Torrez, Alfredo; Braxton, Marilyn; Cunningham, Dennis; Graf, Kate; Jablonski, Janice; Lesperance, Twanna; Martinez, Gwendolyn; Smith, Susan; Soward, Ruth-Alene; Vaughan, Pat

**Subject:** PMO monthly brown bag

**When:** Wednesday, July 12, 2017 12:00 PM-1:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** DCRoomARN1332Poly/DC-ARN-OAR

This is an open agenda for HQ Program Management Officials. Feel free to suggest topics before or during the meeting.

**To:** Jablonski, Janice[jablonski.janice@epa.gov]  
**Cc:** Young, Debbie[young.debbie@epa.gov]  
**From:** Holt, Kendal  
**Sent:** Wed 6/21/2017 12:52:47 PM  
**Subject:** RE: OARM Actions Processed.xlsx  
Completed Actions Report.xlsx

Hi Jan – I have added the 001, 002, and 894 actions back into the results. Please note that 894 actions are system generated and processed unless there is an issue with the employee record and the action doesn't run. Then an SSC employee would have to manually process the action. Additionally, 002 actions are a little misleading as we are unable to process a single correction at the top of an employee record as allowed by the GPPA, and instead must correct every action above the corrected action (some of which are the result of errors from previous agencies) in the employee's record, which inflates the "correction rate." For example, at DOE I had to process 27 corrections to an employee's record due to a FERCA case that went back three agencies prior to the employee joining DOE. Of course the 27 corrections adversely affected our correction rate, even though the error was not ours.

I'm interested in the workload analysis and metrics you are developing and would like to talk more at your convenience as it may tie into my work.

Ken

513-569-7796

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**From:** Jablonski, Janice  
**Sent:** Wednesday, June 21, 2017 6:56 AM  
**To:** Holt, Kendal <holt.kendal@epa.gov>  
**Cc:** Young, Debbie <young.debbie@epa.gov>  
**Subject:** RE: OARM Actions Processed.xlsx

Thanks Ken. However, since I need to get an accurate sense of workload, I would like to have

those three categories. In future, they will be the basis of some kind of performance standard. I do need to know how many “wasted” (for lack of a better term) transactions we have each quarter. If I can identify them, I would like to be able to comment on the actual numbers and the percentages of those actions. Thanks. I really appreciate your help with this.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

Ex. 6 - Personal Privacy (cell)

**From:** Holt, Kendal

**Sent:** Tuesday, June 20, 2017 1:50 PM

**To:** Jablonski, Janice <[jablonski.janice@epa.gov](mailto:jablonski.janice@epa.gov)>

**Cc:** Young, Debbie <[young.debbie@epa.gov](mailto:young.debbie@epa.gov)>

**Subject:** RE: OARM Actions Processed.xlsx

Jan – I have rerun the analysis, added the missing orgs, and added a separate Pivot Table that breaks down the number of actions processed, by SSC and Quarter for your review. Please note that I have excluded 001-Cancellations, 002-Corrections, and 894-General Adjustments from the results.

Ken

513-569-7796

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**From:** Jablonski, Janice  
**Sent:** Tuesday, June 20, 2017 12:41 PM  
**To:** Holt, Kendal <[holt.kendal@epa.gov](mailto:holt.kendal@epa.gov)>  
**Cc:** Young, Debbie <[young.debbie@epa.gov](mailto:young.debbie@epa.gov)>  
**Subject:** RE: OARM Actions Processed.xlsx

Thanks Ken. You're a life-saver!

Jan Jablonski, Director  
  
Administrative Operations and Stewardship Division  
  
Office of Resources, Operations and Management  
  
Office of Administration and Resources Management  
  
3102A  
  
Room 3353A WJCN  
  
(202) 564-9922

Ex. 6 - Personal Privacy (cell)

**From:** Holt, Kendal  
**Sent:** Tuesday, June 20, 2017 12:40 PM  
**To:** Jablonski, Janice <[jablonski.janice@epa.gov](mailto:jablonski.janice@epa.gov)>  
**Cc:** Young, Debbie <[young.debbie@epa.gov](mailto:young.debbie@epa.gov)>  
**Subject:** OARM Actions Processed.xlsx

Jan – I was able to add in the org code to column A.



Ken

513-569-7796

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